To: Terry Towns Personal Information ; Marsha Walden ; Kevin Gass Personal Information ; Jim Lightbody Personal Information ; Jim Lightbody Personal Information ; Lynette DuJohn (Hughes) Personal Information ; Tom Williamson Personal Information ; Darryl Schiewe Personal Information ; Tom

From: Michael Graydon

Sent: Tue 2011-12-13 1:22:43 AM

Subject: Year End Forecast

Tom has now provided you all your specific departmental targets for the remainder of this year. I want to ensure everyone understands this is not a process of negotiation but rather targets I have signed off on with the full expectation of you hitting these numbers. It is imperative that your division comes in with these numbers or better. As I have said before Victoria is not keen to pay incentive if budgets are not met and I do not want the company to be put in that position so let's please work together to ensure success. We will discuss further at Wednesdays Exec meeting. Mg