Good morning Jo Smith,

I’m Kate Erickson the Change Management training specialist facilitating the Project Manager, Ron Johnson with the Notary Index project. I am reaching out to you because the role you play in this project is important to its success.

I am really interested in connecting with you and learning about the process and procedure you utilize in your daily roles. My goal is to meet with you to explore the ways this new program will support you in your daily process and procedures. I am excited about implementing Confluence and exploring the ways it will improve and empower you in your daily work-life.

I am setting up initial one on one 30-45-minute meetings with folks this week and next week.

Please email me the times and days you are available, and I will send you a meeting invite with the video chat link, screen share information and prep materials. If you have any questions or concerns, I am available via email [kerickson@nna.org](mailto:kerickson@nna.org) or you can call me at (818) 400-2020.

Thank you and have a great day,

Kate