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**To:** Jeffrey Epstein <jeevacation@gmail.com>  
**Subject:** LSJE Employee meeting tomorrow morning  
**Date:** Thu, 29 Jan 2015 00:17:47 +0000

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Hey Bossman,

I'm gathering all my notes for my morning meeting with the staff tomorrow. Would you like to add anything else to the list of topics I need to address?

1.) Boat Departing from St. Thomas (7am):

If the boat pulls off at 7am and you are not on it. (Consider it a day off with no pay)

2.) Calling out:

If you don't show up to work but you call-in mid day to say why you couldn't make it. (That's Insubordination).

3.) Half Day:

There is no such thing as half day. (Unless approved by your Manager or Supervisor)

4.) Work areas:

Work areas should be much cleaner and more organized.

5.) Boats & Carts:

I think that Angel, Tap and Kamoy work schedule should be changed to "Tuesday-Saturday" so that all the vehicles could get Serviced and Washed properly.

6.) Boat Runs:

Standard staff runs - Staff (7am STT-LSJ) \* Smiley school (3pm LSJ-STT) \* Emma & CC pickup (3:30pm or 4:30pm STT-LSJ)

Contractors - We should try to schedule all contractors for 10am so that we are able to do runs needed in between a run to or from LSJ.

7.) Staff Shopping list/supplies:

We started off good and then it slowly stopped. Every Monday we have to have a shopping list by 11am of items needed to finish or complete projects during the week.

8.) Ground solar lights:

I'm sure everyone has seen and noticed all the Solar lights along the roads. I would appreciate it very much if you can pick them up if you see them down or remove them if your working in a certain area so they don't get damaged.

9.) Drinking before work:

I heard that some of you are drinking before work. A lot of you are using Heavy machinery, On buildings, Driving, ect.... (Not good, Very dangerous & a Major Liability)

10.) Arguing at AYH dock:

The front door of the Island opens at AYH. Please consider your actions and your surroundings. "Cause for Termination"

11.) Robbers, Thieves & Ungrateful people:

ZERO Tolerance "Cause for Termination" Not wanted or needed in Bossman's house. Electronics, Jewelry & Stationaries are being taken or Stolen. "Shame on you"

12.) Receipts, Invoices and Cash:

Please turn in all Receipts, Invoices and Cash receipts immediately upon your return to LSJ.

13.) Driving on LSJ "Tire Kingdom":

The purchasing of Tires for LSJ is excessive. Anyone who drives the Heavy Machinery and Big trucks need to be more careful around rocky areas.

14.) Follow-up:

I have a million things to remember and to get done during the work week. Everyone is using Me and Danny as an escape goat by saying "I gave it to Anna" or I told "Danny" FOLLOW-UP. (Call me, Find me, Send a text, Do something) We don't bite.

15.) When Bossman is home:

Note to self "Stay away" from his comfort zone. Try not to be seen unless asked to be seen.

16.) Credit Cards:

Don't make any purchase online with a Company Credit Card unless I approve the order.

17.) Punch List:

I issue everyone a copy a their punch list at least once a week but every Friday some of you would forget to update your status or the update is incorrect. Unacceptable! Especially when I have to go around on the weekends to look at your work to determine your status. You're more than welcome to leave it on the desk in the captains office or once again (Call me, text me, find me or email me) accurate info.

18.) Housekeeping:

Some areas on the island require a bit more attention. Today we're going to work on eliminating clutter from all of the main areas because its starting to look messy. I will assign Kamoy to work with you ladies 1-2 days out of the week to help with those hard to reach places and areas where the winds are frequent as well as helping with the extra large windows and heavy items.

Ann R.

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