



To Whom It May Concern:

I am writing to express my appreciation for the efforts put forward by Melissa Kemp and Premium Administration Staff during my tenure working as a Board Member for the Central Arizona Branch of the Arizona Chapter of the U.S. Green Building Council.

Melissa and her team did an exceptional job of assisting the Branch and Chapter throughout my time with the organization. The entire Premium staff did an excellent job with the meeting by meeting work, both in the facilitation of the organization, and also in keeping our group of volunteers on topic and focused on the USGBC's broader goals. Of particular help was the way Melissa carefully guided our group within the rules and regulations of the group charter. There were many meetings when we looked to Melissa to be our expert regarding the rules of engagement defined in the charter of the USGBC. In my mind she was the glue that kept the organization operating within those guidelines established by the founders of our organization.

Beyond the technical assistance provided by Premium, they were also a pleasure to work with. I found my interactions with the staff to be very enjoyable. Further, when my day to day work schedule prohibited me from meeting during regular business hours, Melissa would meet me for an early cup of coffee to hash out organizational issues or simply to educate me (as was often helpful) on my role in the group.

Please accept my wholehearted recommendation of Premium Administration. If you would like to speak to me regarding my experience, please feel free to contact me at your convenience.

Regards,

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