



April 4, 2011

RE: Melissa Kemp, President
Premium Administration, LLC and Premium Organization

To Whom It May Concern:

I'm writing to share my experiences working with Melissa Kemp and Premium Administration. I met Melissa through the USGBC West Region Council. I was the chairperson for the fledging Montana Chapter and representative to the West Region Council. In her capacity as a West Region representative, Melissa was a strong team member known for her exceptional facilitation and mediation skills. She could always help the group maintain cohesion and focus, even when the issues and opinions within the group seemed a bit chaotic. She is incredibly organized, calm and collected, and professional.

Melissa also served as a Chapter Growth Consultant for several new and/or struggling chapter organizations, including the Montana Chapter. Her job was working with chapter leaders to prioritize their organizational goals and overcome barriers to strategic growth. Melissa has been an excellent role model for our chapter leaders, demonstrating a keen knowledge of dynamic governance principals and procedures. She helped facilitate board and committee meetings and worked with us on individual tasks, using examples and experiences from other chapters to help us find quick solutions and avoid pitfalls. Melissa and her team proved to be a great resource for logistics such as navigating 501c3 status, bylaws, and advocacy rules. Not only did Melissa and the Premium group help us build a strong foundation, but they measured and reported our progress back to our chapter board, the West Region Council and USGBC (all while doing the same for multiple other chapters).

It was a pleasure working with Melissa, and I know I'm not alone when I express my admiration and appreciation for everything she brings to the table. Anyone who gets the opportunity to work with Melissa and Premium Administration should count themselves among the fortunate.

Sincerely,

A handwritten signature in black ink that reads 'Anya Fiechtl'. The signature is written in a cursive, flowing style.

Anya Fiechtl

CTA Architects Engineers
AIT, LEED AP BD+C