



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

To Whom It May Concern:

I've known Ms Kemp and her organization via our working relationship for over four years now and have utilized her and her firm through a series of projects; First, Ms Kemp and her organization assisted our City of Prescott, AZ- Green Building Professionals in designing and developing a new Area Branch within the U.S. Green Building Council (USGBC) . The process is long and tedious and can be grueling at times. The procedure requires a professional who is dedicated to seeing the process through over an 18 month timeframe. Ms Kemp and her staff were there when we needed guidance in all aspects of the process, up to and including financial guidance (obtaining our 501 C 3 status), developing a strategic plan, and being our intermediary with the National Organization. And hats off to Premium Administration and Ms Kemp, this was the first time a State Chapter of the USGBC moved beyond the Branch level with such a formal process. In an addition to working with Ms Kemp and her Firm on our Branch formation I was fortunate to work with her again as the USGBC's Arizona State Chapter West Region Council Representative. This is where I truly had the opportunity to see Ms Kemp shine as one of the most well organized professionals I've ever seen. While Ms Kemp and Premium maintained their working responsibilities with the Arizona Chapter of the USGBC she and her staff managed the 8-State USGBC West Region Council as well. This required enormous travel coordination and responsibilities in serving our regional team as well as providing superior service for all of her clients.

In general, Ms Kemp and her staff are highly capable and well qualified to manage an array of projects that require the utmost skill; financially, strategically, and most of all professionally. I highly recommend Ms Kemp and her staff with the confidence professionally and personally that any client could count on when utilizing the Premium Organization.

Sincerely,

Wendell D. Hardin

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