



December 16, 2014

**TO: BOARD OF DIRECTORS  
BRANCHES & FACILITIES**

**Office Closure – Christmas Holidays**

The National Office will close at 16:30 ET on Friday December 19<sup>th</sup> and re-open on Monday, January 5<sup>th</sup>, 2015 at 8:30 AM ET.

In the event of an emergency during the above-mentioned times, please contact your Regional Vice-President.

We would like to take this opportunity to wish you and your family a very Happy Holiday Season!

In Solidarity,

Peter Duffey  
President

Doug Best  
Executive Vice-President