

From: Hannah Moore hmoore@[REDACTED].com
Subject: Our Marketing Meeting Notes/Follow-up [REDACTED]/2022
Date: [REDACTED] 2022 at 11:04 AM
To: [REDACTED] [REDACTED]@[REDACTED].com



Just wanted to shoot you a summary of what we went over in our marketing/updates meeting today. Please let me know if I've missed something or we need to revisit a topic for more clarification. I'm glad we're on the same page about trying to be an effective team so that I can continue to support your work as a high-achieving broker, despite the additional responsibilities we've taken on in light of recent staffing changes.

- **[REDACTED] lease @ [REDACTED] out for signature**
 - I've worked with broker [REDACTED], [REDACTED], and [REDACTED] to ensure all bids, lease documents, etc. are up to date and good to go.
 - I submitted the most recent lease to [REDACTED] for his client and will touch base this afternoon to try to get everything wrapped up and the lease signed.
- **[REDACTED] lease @ [REDACTED] signed**
 - [REDACTED] got [REDACTED] his lease and received signatures
 - I will make sure the signed lease documents get where they need to go and this is wrapped up ASAP.
- **[REDACTED] back on track.**
 - Power back on at property.
 - You cancelled the previously ordered signage but it may need to be re-installed if the deal somehow falls through.
 - Keep advertising property.
- **[REDACTED] on track.**
 - You cancelled the previously ordered signage but it may need to be re-installed if the deal somehow falls through.
 - Keep advertising property.
- **[REDACTED], [REDACTED], & [REDACTED] for [REDACTED] renewals in progress.**
- **[REDACTED]**
 - Current priority property.
 - You installed lighting on all signage yourself and are working on a number of deals there.
 - Construction is being handled by [REDACTED] and contractor, floor tiles are being installed in the next couple of weeks based on current estimates.
- **Moving forward with DAS:** You reviewed my previous email with suggestions on how to move forward on these so we are not double working and are on the same page.
 - I will prepare a template for each property that you can update and fill out.
 - You will complete form for deals and send to me.
 - I will take care of sending out to [REDACTED] and tracking.
- **[REDACTED] Commission Invoice**
 - The beginning of the invoice template I sent you is as far as we can get.
 - Other broker wants an invoice but [REDACTED] needs more information than you have at the moment, so it is being held up there.
 - Will proceed once deal is finished and we have more information.
 - It's unfortunate larger companies have "red tape" and procedures to protect themselves *and* those they work with, even when it's frustrating that things can't just be pushed through as quickly as doing it when working on our own.

...

- **we're going to work towards more communications/context**

- When forwarding emails to me, just a very short note of context such as "FYI" or "Do now" will help me stay on track and understand what you need done when.
- It will help me prioritize work to best support you.
- It will also save us time from having to hop on a call, or me to track you down if one of us is not currently in the office or available in that moment.
- Unfortunately, we have to do a little overcommunication until we have a better understanding of how to best work together, and eventually we will get to a point where this may not be necessary.
- *It is not time-saving for either of us to have to chase one another down when a few minimal words of context can be helpful.*
- I am here to help you and want to help you, but I can't do that unless you help me help you 😊
- I will also try to keep my communications more direct, or at least ensure important bits are highlighted easily so you can focus on the parts that matter, while still having any additional information you might need to help us stay organized and communicating.
- I know this is a change from how you're used to doing things, and *I appreciate your willingness to budge* a teensy bit in your usual habits so that I can be more helpful to you and continue to take things off your plate, especially with how much was recently added.

Hannah Moore

Marketing Coordinator

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