

## Memorandum

**To:** CABS Board of Directors  
**From:** Calvin Parker  
**Date:** September 3<sup>rd</sup>, 2015  
**Re:** Appointment of Head Office Executive Secretary

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### Message

This memorandum is intended to inform the Board of Directors of The Canadian Association of Business Students that Jenna Pilgrim, former VP Communications of the Trent Business Students' Association for the F2014 term, has been hired by the Management Team to serve in the Head Office President Portfolio as the Executive Secretary. This position will extend until the end of the current fiscal year; however, both the Management Team and Ms. Pilgrim reserve the right to terminate the relationship at any time. The Management Team is confident in Ms. Pilgrim's abilities as they relate to this role, and believe this appointment is in the best interest of the membership.

Sincerely,



**Calvin Parker**  
President, F2016