

From: [Tessa Ballinger](#)
To: [Aileen Gallagher](#); [Katie Bunker](#)
Cc: [Sarah Gillies](#); [Board Secretary](#); [Sally Aitken](#)
Subject: RE: Meeting with Minister Monday 18 Dec - meeting details
Date: Monday, 18 December 2023 9:44:41 am
Attachments: [image001.png](#)
[image002.png](#)

Kia ora Aileen,

I have sent Marissa an email but in case I don't get a response:

The meeting is at 6pm at the Ministers office in Parliament. Guests should check in at reception and can confirm the location there.

Kind regards,

Tessa

From: Aileen Gallagher [s9\(2\)\(a\)](#)
Sent: Monday, December 18, 2023 8:08 AM
To: Tessa Ballinger [s9\(2\)\(a\)](#); Katie Bunker [s9\(2\)\(a\)](#)
Cc: Sarah Gillies [s9\(2\)\(a\)](#); Board Secretary [s9\(2\)\(a\)](#); Sally Aitken [s9\(2\)\(a\)](#)
Subject: Meeting with Minister Monday 18 Dec - meeting details
Importance: High

Hi Tess,

Just checking in re: Sarah and Anna's meeting with Hon Simeon Brown this evening. (I'm not sure which Board members are also attending with Sarah and Anna).

I've put the placeholder in Sarah's diary for 5:30pm (but this was on the back of an email) but we haven't received the confirmed **meeting time, and meeting room / floor etc.**

[@Tessa Ballinger](#) could you please follow up with Marissa (or the contact at the Minister's office) and then send a meeting invite to Sarah and Katie ([@Katie Bunker](#) can you then please add the information to Anna's calendar).

Ngā mihi
Aileen

Aileen Gallagher
Executive Assistant to the Chief Executive

M: [s9\(2\)\(a\)](#)

**ELECTRICITY
AUTHORITY**
TE MANA HIKO 

Level 7, AON Centre, 1 Willis Street
PO Box 10041, Wellington 6143, New Zealand
www.ea.govt.nz

