

**From:** [Oldford, Erin](#)  
**To:** [Villaume, Florian](#)  
**Cc:** [Teo, Sarah T.T.](#); [Dostaler, Isabelle](#); [Gardiner, Susan](#)  
**Subject:** Re: techNL EOI  
**Date:** February 21, 2022 7:54:49 AM

Thanks Florian! [REDACTED]

s. 29 (1)(a)

Erin Oldford, PhD

On Feb 20, 2022, at 10:06 PM, Villaume, Florian <fvillaume@mun.ca> wrote:

Hi Erin,

It looks very good. I made a couple of comments and suggestions in the document.

[REDACTED]

s. 29 (1)(a)

Wela'lin ("Thank you" in Mi'kmaq),

.....

**FLORIAN VILLAUMÉ | DIRECTOR (pronouns he/him/his, [ve-yo-mé])**

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[S.J. Carew Building | Room EN-3075](#)

M [REDACTED]

s. 40 (1)

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On Feb 19, 2022, at 1:24 PM, Oldford, Erin <[goldford@mun.ca](mailto:goldford@mun.ca)> wrote:

Hi All

I've gone through the proposal and embedded my suggestions. I would ask Florian and Sarah to review prior to resubmitting to TechNL. Please let me know if you'd like me to change anything, and please feel free to edit as you see fit.

Cheers,  
Erin

-----

Erin Oldford, PhD

Interim Associate Dean, Undergraduate Programs  
Memorial University  
Faculty of Business Administration

**From:** Villaume, Florian <[fvillaume@mun.ca](mailto:fvillaume@mun.ca)>  
**Sent:** February 18, 2022 1:13 PM  
**To:** Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>  
**Cc:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>; Teo, Sarah T.T. <[tteo@mun.ca](mailto:tteo@mun.ca)>; Dostaler, Isabelle <[idostaler@mun.ca](mailto:idostaler@mun.ca)>  
**Subject:** Re: techNL EOI

Sounds good! [REDACTED] s. 40 (1)

Text me on my cell when you ant to chat and I will let you know when I can chat (even during the week-end).

Wela'lin ("Thank you" in Mi'kmaq),

.....

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M [REDACTED] s. 40 (1)

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On Feb 18, 2022, at 1:04 PM, Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)> wrote:

I can work on it over the weekend. Once I have it in hand, I would like to talk to you (Florian) to be clear and where I'm adding.

Erin Oldford, PhD

On Feb 18, 2022, at 1:01 PM, Villaume, Florian <[fvillaume@mun.ca](mailto:fvillaume@mun.ca)> wrote:

Hi there,

[REDACTED] s. 29 (1)(a)



s. 29 (1)(a)

Erin, do you have time to work on updating the proposal with your thoughts today?

Wela'lin ("Thank you" in Mi'kmaq),

.....

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M  s. 40 (1)

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On Feb 18, 2022, at 12:22 PM, Teo, Sarah T.T. <[teo@mun.ca](mailto:teo@mun.ca)> wrote:

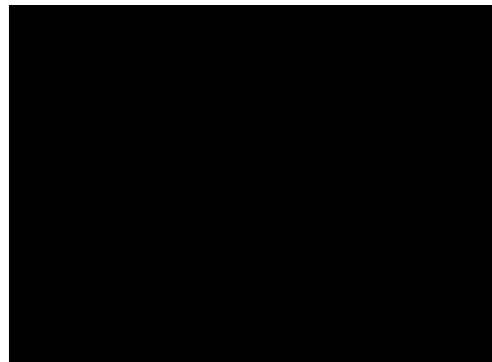
Hi,

techNL got back to me - we have until next Tuesday to fine tune our proposal.

Thanks,  
Sarah

On Fri, Feb 18, 2022, 10:52 Teo, Sarah T.T. <[teo@mun.ca](mailto:teo@mun.ca)> wrote:

Hi,



s. 29 (1)(a)

[Redacted] s. 29 (1)(a)

Thanks,  
Sarah

On Fri, Feb 18, 2022 at 10:00 AM  
Villaume, Florian <[fvillaume@mun.ca](mailto:fvillaume@mun.ca)>  
wrote:

Good morning,

Some thoughts on the conversation.

Susan:

[Redacted]

s. 29 (1)(a)

Erin:

[Redacted]

s. 29 (1)(a)

Feel free to give me a call [Redacted] s. 40 (1)

Cheers,

Wela'lin ("Thank you" in Mi'kmaq),

.....  
...  
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DIRECTOR (pronouns he/him/his,  
[ve-yo-mé])

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Entrepreneurship  
Memorial University of  
Newfoundland  
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3075

M [REDACTED] s. 40 (1)

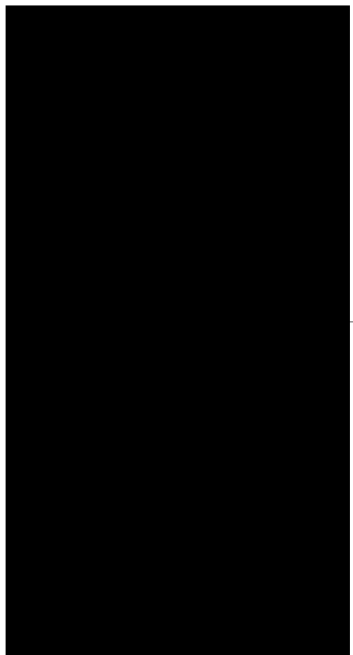
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[www.twitter.com/MUN\\_MCE](http://www.twitter.com/MUN_MCE)

On Feb 18, 2022, at 9:45  
AM, Gardiner, Susan  
<[susang@mun.ca](mailto:susang@mun.ca)> wrote:

Hello,



s. 29 (1)(a)

**From:** Oldford, Erin  
**Sent:** Thursday, February 17, 2022 8:11 PM  
**To:** Villaume, Florian <fvillaume@mun.ca>; Gardiner, Susan <susang@mun.ca>  
**Cc:** Dostaler, Isabelle <idostaler@mun.ca>; Teo, Sarah T.T. <tteo@mun.ca>  
**Subject:** RE: techNL EOI

Hi All,

This all sounds great.

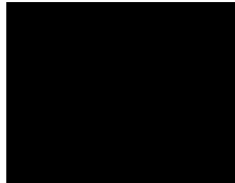
Some points:

- Working with Student Life and Alumni, we are establishing an FBA Success + Career Hub (named Embark), launching Fall 2022

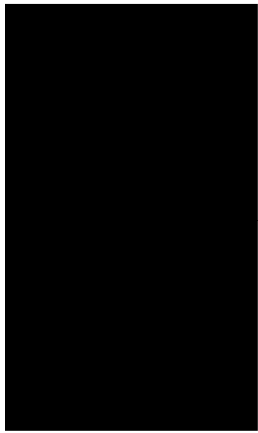


s. 29 (1)(a)

Hub will have a physical and virtual presence. The philosophy is a systems view, wherein the staff are connected with other units across the university to leverage our awesome programs that already exist, while also developing business specific supports.

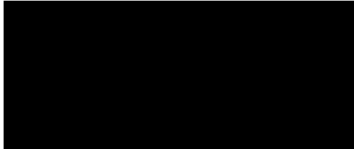


s. 29 (1)(a)



s. 29 (1)(a)

That's my two cents. Happy to help integrate these ideas in the proposal if you agree that's what you want.



s. 29 (1)(a)

Very exciting!

Erin

-----

Erin Oldford, PhD  
Interim Associate Dean,  
Undergraduate Programs  
Memorial University  
Faculty of Business  
Administration

---

**From:** Villaume, Florian

<[fvillaume@mun.ca](mailto:fvillaume@mun.ca)>

**Sent:** February 17, 2022

2:38 PM

**To:** Oldford, Erin

<[eoldford@mun.ca](mailto:eoldford@mun.ca)>;

Gardiner, Susan

<[susang@mun.ca](mailto:susang@mun.ca)>

**Cc:** Dostaler, Isabelle

<[idostaler@mun.ca](mailto:idostaler@mun.ca)>; Teo,

Sarah T.T. <[tteo@mun.ca](mailto:tteo@mun.ca)>

**Subject:** Re: techNL EOI

Sounds good. See attached. Please note that the timeline for the call for

proposals from the government is tight.

Wela'lin ("Thank you" in Mi'kmaq),

.....  
.....

**FLORIAN VILLAUMÉ** |  
**DIRECTOR** (pronouns he/him/his, [ve-yo-mé])

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Memorial University of  
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M [REDACTED] s. 40 (1)

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On Feb 17,  
2022, at 2:34  
PM, Dostaler,  
Isabelle  
<[idostaler@mun.ca](mailto:idostaler@mun.ca)>  
wrote:

Hi Florian,

I think that it might be a good idea to bring in Erin (she is working on a Student Success project) and Susan who can bring in the admin perspective.

Perhaps you can fill them in? Send the call for TechNL and your proposal? [REDACTED]

[REDACTED]

s. 29 (1)(a)

Regards,

Isabelle

---


**From:** Villaume, Florian  
<[fvillaume@mun.ca](mailto:fvillaume@mun.ca)>  
**Sent:** February 17, 2022 1:28 PM  
**To:** Dostaler, Isabelle  
<[idostaler@mun.ca](mailto:idostaler@mun.ca)>; Naterer, Greg  
<[gnaterer@mun.ca](mailto:gnaterer@mun.ca)>  
**Cc:** Teo, Sarah T.T.  
<[tteo@mun.ca](mailto:tteo@mun.ca)>; Browne, Jennifer  
<[jbrowne@mun.ca](mailto:jbrowne@mun.ca)>  
**Subject:** Re: techNL EOI

Jennifer: see below the answer from techNL and some ideas on how to address it. Feel free to share any thoughts.

--

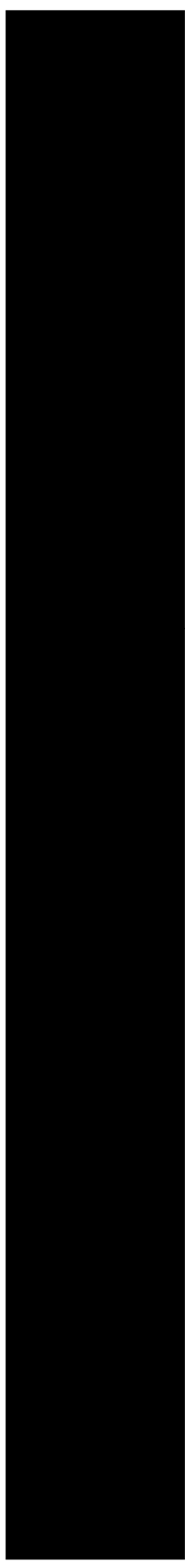
Good  
afternoon  
Isabelle and  
Greg,

TechNL came  
back to us  
with the  
following  
question: "is  
there any  
appetite for  
your  
organization  
to undertake  
this work  
yourselves,  
with the  
funding  
supplied via  
our program?  
This would be  
rather than, as  
you've noted,  
techNL staff  
undertaking  
the work."



s. 29 (1)(a)

s. 29 (1)(a)





s. 29 (1)(a)

Thoughts?

Wela'lin ("Thank you" in Mi'kmaq),

.....  
.....  
.....

FLORIAN VILLAUMÉ

|  
DIRECTOR  
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s. 40 (1)

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On Feb 16, 2022, at 11:50 AM,

Dostaler,  
Isabelle  
<[idostaler@mun.ca](mailto:idostaler@mun.ca)>  
wrote:

You  
guys  
rock!!  
This  
is  
excellent,

Isabelle

---

**From:** Naterer,  
Greg  
<[gnaterer@mun.ca](mailto:gnaterer@mun.ca)>  
**Sent:** Wednesday,  
February  
16,  
2022  
11:45  
AM  
**To:** Villaume,  
Florian  
<[fvillaume@mun.ca](mailto:fvillaume@mun.ca)>;  
Dostaler,  
Isabelle  
<[idostaler@mun.ca](mailto:idostaler@mun.ca)>  
**Cc:** Teo,  
Sarah  
T.T.  
<[tteo@mun.ca](mailto:tteo@mun.ca)>  
**Subject:** RE:  
techNL  
EOI

Hi  
Florian,

Looks  
fine  
with  
me

s. 29 (1)(a)

s. 29 (1)(a)

Greg

---

**From:** Villaume,  
Florian  
<[fvillaume@mun.ca](mailto:fvillaume@mun.ca)>  
**Sent:** Wednesday,  
February  
16,  
2022  
11:21  
AM  
**To:** Dostaler,  
Isabelle  
<[idostaler@mun.ca](mailto:idostaler@mun.ca)>;  
Naterer,  
Greg  
<[gnaterer@mun.ca](mailto:gnaterer@mun.ca)>  
**Cc:** Teo,  
Sarah  
T.T.  
<[tteo@mun.ca](mailto:tteo@mun.ca)>  
**Subject:** Re:  
techNL  
EOI

Good  
morning,

Please  
find  
attached  
our  
draft  
proposal.  
We  
are  
still  
finalizing  
it  
but  
we  
want  
to  
give  
you

a  
sense  
of  
it.

In  
summary,  
we  
are  
suggesting  
a  
program  
that  
should  
be  
implemented  
by  
TechNL  
with  
Student  
Life/Husky  
as  
partners.  
Student  
life  
didn't  
want  
to  
play  
a  
lead  
role  
on  
it  
and  
the  
timeline  
was  
too  
short  
to  
secure  
internal  
approval.

Any  
feedback?

Wela'lin ("Thank  
you"  
in  
Mi'kmaq),

..  
..  
..



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On  
Feb  
14,  
2022,  
at  
11:13  
AM,  
Dostaler,  
Isabelle  
<[idostaler@mun.ca](mailto:idostaler@mun.ca)>  
wrote:

Thanks  
Florian!  
Great  
if  
you  
can  
work  
with  
Sarah.

Regards,

Isabelle

**From:** Naterer,  
Greg  
<[gnaterer@mun.ca](mailto:gnaterer@mun.ca)>  
**Sent:** February  
14,  
2022  
11:11  
AM  
**To:** Villaume,  
Florian  
<[fvillaume@mun.ca](mailto:fvillaume@mun.ca)>;  
Dostaler,  
Isabelle  
<[idostaler@mun.ca](mailto:idostaler@mun.ca)>  
**Subject:** RE:  
techNL  
EOI

Hi

Florian

–

tomorrow

2:00

or

afterwards

works

for

me.

Greg

**From:** Villaume,

Florian

<[fvillaume@mun.ca](mailto:fvillaume@mun.ca)>

**Sent:** Monday,

February

14,

2022

9:59

AM

**To:** Dostaler,

Isabelle

<[idostaler@mun.ca](mailto:idostaler@mun.ca)>

**Cc:** Naterer,

Greg

<[gnaterer@mun.ca](mailto:gnaterer@mun.ca)>

**Subject:** Re:

techNL

EOI

Greg,

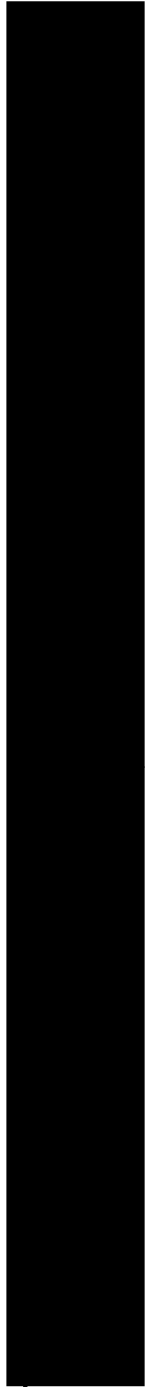


s. 40 (1)

Do  
you  
have  
some  
time

tomorrow?

Isabelle,



s. 29 (1)(a)

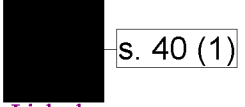
I  
can  
work  
with  
Sarah,



s. 29 (1)(a)



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of  
Newfoundland  
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On  
Feb  
14,  
2022,  
at  
9:36  
AM,  
Dostaler,  
Isabelle  
<[idostaler@mun.ca](mailto:idostaler@mun.ca)>  
wrote:

Hi  
Florian,

You  
can  
certainly  
talk  
to

Sarah  
about  
this.



s. 29 (1)(a)

Regards,

Isabelle

**From:** Villaume,  
Florian  
<[fvillaume@mun.ca](mailto:fvillaume@mun.ca)>

**Sent:** February  
14,  
2022  
9:12  
AM

**To:** Naterer,  
Greg  
<[gnaterer@mun.ca](mailto:gnaterer@mun.ca)>;

Dostaler,  
Isabelle  
<[idostaler@mun.ca](mailto:idostaler@mun.ca)>

**Subject:** Re:  
techNL  
EOI  
e

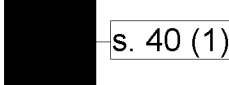
Thank  
you  
Greg,  
very



.  
. .  
. .  
. .  
. .  
. .  
. .  
. .  
. .

FLORIAN  
VILLAUMÉ  
|  
DIRECTOR  
(pronouns  
he/him/his)

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for  
Entrepreneurship  
Memorial  
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Newfoundland  
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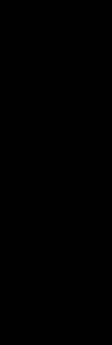
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[www.twitter.com/MUN\\_MCE](http://www.twitter.com/MUN_MCE)*

**From:** Naterer,  
Greg  
**Sent:** Thursday,  
February  
10,  
2022  
11:48:10  
AM  
**To:** Villaume,  
Florian;

Dostaler,  
Isabelle  
**Subject:** RE:  
techNL  
EOI

Hi  
Florian,

The  
University  
is  
having  
some  
discussions  
around  
Continuing  
Education  
and  
offering  
short  
courses  
like  
those  
that  
you  
have  
mentioned  
below.

 s. 29 (1)(a)

together  
with  
Computer  
Science,  
we're  
partnering  
on  
a

new  
AI  
Centre,  
with  
a  
vision  
of  
outreach  
that  
includes  
short  
courses  
on  
AI  
related  
topics.



s. 29 (1)(a)

But  
there  
are  
also  
courses  
offered  
through

the  
Gardiner  
Centre.



s. 29 (1)(a)

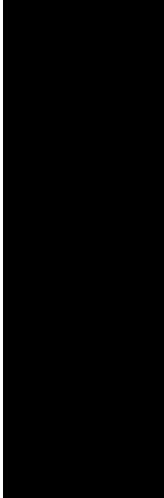
Greg

**From:** Villaume,  
Florian  
<[fvillaume@mun.ca](mailto:fvillaume@mun.ca)>  
**Sent:** Thursday,  
February  
10,  
2022  
9:59  
AM  
**To:** Dostaler,  
Isabelle  
<[idostaler@mun.ca](mailto:idostaler@mun.ca)>;  
Naterer,  
Greg  
<[gnaterer@mun.ca](mailto:gnaterer@mun.ca)>  
**Subject:** Re:  
techNL  
EOI

Good  
morning  
Isabelle  
and  
Greg,

Here  
is  
an  
idea:  
create


a series of workshops (or a program) that complements what students learn at university, especially in engineering, business and fields where we see some tech workers from, with specific skills/knowledge that are in need in the local tech sector (see [here](#)).



s. 29 (1)(a)

s. 29 (1)(a)

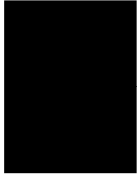




s. 29 (1)(a)

Isabelle,  
that  
comes  
back  
to  
our  
conversation  
on  
marketing  
and  
customer  
success  
of  
two  
weeks  
ago.

Greg/Isabelle,  
I  
believe  
there  
was  
a  
conversation  
a  
few  
years  
ago  
about  
creating  
something  
that  
would  
deliver  
micro-  
credentials/tech  
training  
for  
professionals.  
Was  
it  
with  
the  
Harris  
Centre?



s. 29 (1)(a)



.....

FLORIAN  
VILLAUMÉ

|  
DIRECTOR  
(pronouns  
he/him/his,  
[ve-  
yo-  
mé])

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for  
Entrepreneurship  
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**From:** [Oldford, Erin](#)  
**To:** [Mike Mason](#); [Marlayne Hardy](#)  
**Cc:** [Brown, Trevor](#); [Shannahan, Rachelle](#); [Gardiner, Susan](#); [Browne, Jennifer](#)  
**Subject:** RE: ESDC Project Update  
**Date:** September 29, 2022 8:56:56 AM  
**Attachments:** [image008.png](#)  
[image009.png](#)  
[image001.png](#)  
[image002.png](#)

Hi Mike,

Very nice to meet you. I can act as the main contact point for this project, but I'd like to keep those cc'd here included on all correspondence as we proceed.

Many thanks,  
Erin



**ERIN OLDFORD, PhD**  
 Associate Dean of Undergraduate Programs,  
 Associate Professor of Finance, and  
 Faculty Advisor to The Fund  
 Faculty of Business Administration  
 Memorial University of Newfoundland  
 St. John's, Newfoundland & Labrador  
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<https://mun.webex.com/meet/eoldford>  
[www.business.mun.ca](http://www.business.mun.ca)



**From:** Mike Mason <Mike@technl.ca>  
**Sent:** September 27, 2022 9:25 AM  
**To:** Marlayne Hardy <Marlayne@technl.ca>; Oldford, Erin <eoldford@mun.ca>  
**Cc:** Brown, Trevor <trevorb@mun.ca>; Shannahan, Rachelle <rshannahan@mun.ca>; Gardiner, Susan <susang@mun.ca>; Browne, Jennifer <jbrowne@mun.ca>  
**Subject:** RE: ESDC Project Update

Thanks Marlayne,

Nice to meet the team at MUNL. I am meeting with ESDC this week to make sure I ask for the right things from partners related to how we express the details of the related project expenses, and outcoes.

[REDACTED]

s. 40 (1)

[REDACTED]

I hope to be able to provide an update to MUNL before the end of business on Thursday, September 29, and no later than end of business on Monday, October 3<sup>rd</sup>.

Also please let me know if you'd prefer for me to work with this entire group or a few specific people.

Talking soon,

**Mike Mason** (he/him) [Why this is important](#)

Ecosystem Engagement Consultant

techNL



s. 40 (1)



Visit [techNL.ca](http://techNL.ca)

---

**From:** Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>


**Sent:** September 26, 2022 4:07 PM

**To:** Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>

**Cc:** Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Shannahan, Rachelle <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>; Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>; Browne, Jennifer <[jbrowne@mun.ca](mailto:jbrowne@mun.ca)>; Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>

**Subject:** Re: ESDC Project Update

Hello Folks!

I want to e-introduce you to Mike Mason copied here. Mike joined the techNL team today and will be managing the ESDC project from our side and will be your point of contact going forward. Mike will be in touch with you in the next couple of days to let you know what he needs from you to move the project forward to get the contract signed and approved so we can officially get started.  s. 29 (1)(a)

 – I'll leave it to him to send further details.

Thanks for your flexibility as we move through this process with ESDC.

All the best,

Marlayne

---

**From:** Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>

**Date:** Tuesday, September 20, 2022 at 2:20 PM

**To:** "Oldford, Erin" <[eoldford@mun.ca](mailto:eoldford@mun.ca)>

**Cc:** "Brown, Trevor" <[travorb@mun.ca](mailto:travorb@mun.ca)>, "Shannahan, Rachelle" <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>, "Gardiner, Susan" <[susang@mun.ca](mailto:susang@mun.ca)>, "Browne, Jennifer" <[jbrowne@mun.ca](mailto:jbrowne@mun.ca)>

**Subject:** Re: ESDC Project Update

Thanks Erin! We're figuring things out on our end as well as we progress through the process. Looking forward to connecting when we know more.  
Marlayne

---

**From:** "Oldford, Erin" <[eoldford@mun.ca](mailto:eoldford@mun.ca)>  
**Date:** Tuesday, September 20, 2022 at 12:40 PM  
**To:** Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>  
**Cc:** "Brown, Travor" <[travorb@mun.ca](mailto:travorb@mun.ca)>, "Shannahan, Rachele" <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>, "Gardiner, Susan" <[susang@mun.ca](mailto:susang@mun.ca)>, "Browne, Jennifer" <[jbrowne@mun.ca](mailto:jbrowne@mun.ca)>  
**Subject:** RE: ESDC Project Update

Hi Marlayne,

Thanks for the update. We are still very much interested in participating, and we will take the next day or so to dig into your questions, below.

Best,  
Erin



**ERIN OLDFORD, PhD**  
Associate Dean of Undergraduate Programs,  
Associate Professor of Finance, and  
Faculty Advisor to The Fund  
Faculty of Business Administration  
Memorial University of Newfoundland  
St. John's, Newfoundland & Labrador  
T 709 864 2431  
<https://mun.webex.com/meet/eoldford>  
[www.business.mun.ca](http://www.business.mun.ca)

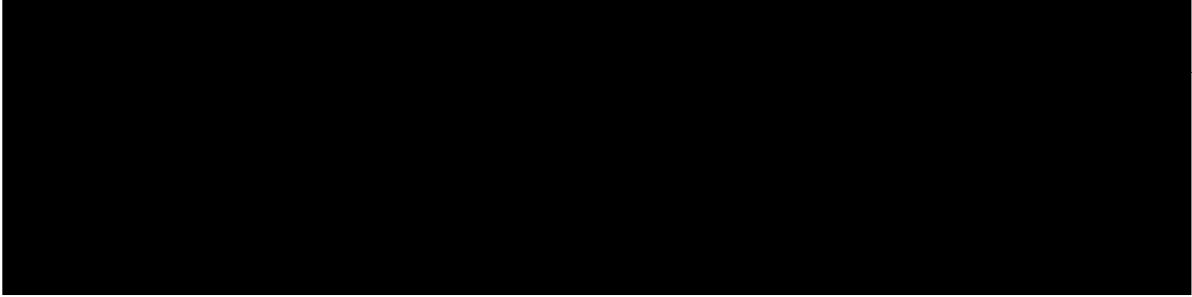


---

**From:** Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>  
**Sent:** September 16, 2022 3:34 PM  
**To:** Browne, Jennifer <[jbrowne@mun.ca](mailto:jbrowne@mun.ca)>; Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>  
**Cc:** Teo, Sarah T.T <[tteo@mun.ca](mailto:tteo@mun.ca)>  
**Subject:** ESDC Project Update

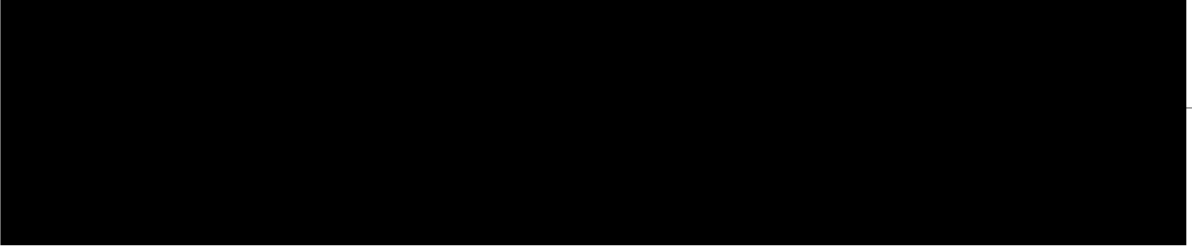
Hello Erin, Jennifer and Sarah,  
I wanted to provide an update on this project. We finally were able to meet with our Project Officer from ESDC today. While we still are waiting for specific feedback on the budget we submitted, the Project Officer was able to clarify some things for us.





s. 39 (1)

So my questions to you folks are:



s. 29 (1)(a),  
s. 35 (1)(b)

I'm happy to connect with you further. I am hopeful that we can still move forward with this compressed timeline.

All the best,  
Marlayne

---

**From:** Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>  
**Date:** Friday, July 22, 2022 at 8:42 AM  
**To:** "Browne, Jennifer" <[jbrowne@mun.ca](mailto:jbrowne@mun.ca)>, "Oldford, Erin" <[eoldford@mun.ca](mailto:eoldford@mun.ca)>  
**Cc:** "Teo, Sarah T.T" <[tteo@mun.ca](mailto:tteo@mun.ca)>  
**Subject:** Re: Confidential Update

Thanks Jennifer! We'll keep you updated.  
Marlayne

---

**From:** "Browne, Jennifer" <[jbrowne@mun.ca](mailto:jbrowne@mun.ca)>  
**Date:** Thursday, July 21, 2022 at 2:59 PM  
**To:** "Oldford, Erin" <[eoldford@mun.ca](mailto:eoldford@mun.ca)>, Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>  
**Cc:** "Teo, Sarah T.T" <[tteo@mun.ca](mailto:tteo@mun.ca)>  
**Subject:** RE: Confidential Update

Good afternoon,

This is wonderful news and we look forward to partnering with all involved to provide fantastic new opportunities for Memorial students.

I look forward to further information once available.

Warm regards,

Jennifer

**Jennifer Browne, EdD (she/her)**

Director, Student Life

University Centre, Room 4000

Memorial University of Newfoundland

St. John's, NL, Canada, A1C 5S7

T: (709) 864 8312 or (709) 864 2523

[jbrowne@mun.ca](mailto:jbrowne@mun.ca)

***We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.***

---

**From:** Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>

**Sent:** Wednesday, July 20, 2022 9:16 PM

**To:** Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>

**Cc:** Teo, Sarah T.T <[tteo@mun.ca](mailto:tteo@mun.ca)>; Browne, Jennifer <[jbrowne@mun.ca](mailto:jbrowne@mun.ca)>

**Subject:** Re: Confidential Update

Hi Marlayne,

Wonderful news!

Our proposal was put forth by myself (FBA), Sarah Teo (Huskey Centre), and Dr Jennifer Browne (MUN Student Life). We are definitely interested in continuing! As the proposal pertains to the FBA's Embark project that I am leading, I am happy to be the main point of contact for you.

Please let us know if there's anything we can do to support you!

Again thanks for sharing this awesome news :)

Erin

-----

Erin Oldford, PhD

On Jul 20, 2022, at 5:57 PM, Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)> wrote:

Hi Erin,

I had Sara listed as the contact. As Florian mentioned, we are still in the early stages but want everyone to know that we are moving forward. We just need to finalize the agreement with ESDC.

Let us know if you still wish to participate and we'll be in touch when we are ready to chat.

Thanks,  
Marlayne

---

**From:** Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>

**Date:** Wednesday, July 20, 2022 at 4:00 PM

**To:** "tteo@mun.ca" <[tteo@mun.ca](mailto:tteo@mun.ca)>

**Subject:** Confidential Update

Hello Sarah,

Back in February, you answered our call for Expressions of Interest in partnering on techNL's submission for funding via ESDC's 2022 Sectoral Workforce Solutions Program (SWSP). Our final application, "Strengthening the NL Workforce: A Technology Training and Upskilling Ecosystem", brought together support organizations, businesses, and educational providers to create a holistic approach that will greatly bolster opportunities for our province's technology workforce, with a specific focus on equity-deserving groups. Our final funding request was close to \$30 million.

I'm very excited to share that our proposal has *mostly* been approved. We are currently filling out some required documentation and still need to complete the negotiation process and sign the official agreement with ESDC. While we don't yet know exactly what parts of our proposal will be finally approved, it certainly seems as though most of what we have proposed will be part of the project.

This email is to keep you in the loop and determine if your organization is still interested in working with techNL on the project you originally submitted back in February.

Can you please respond by email by Friday, July 29 at noon to let us know if you are still interested in this exciting partnership opportunity?

Please do not share this publicly for now. Once we have the agreement finalized there will be an official announcement. We'll keep you in the loop as we learn more and we will need to get moving very quickly on the next steps given the tight timeframe. We're thrilled to be beginning this exciting initiative and

positively impacting the NL tech sector!

Kind Regards,  
Marlayne

**Marlayne Hardy** (she/her) [Why this is important](#)

Director, Innovation Programs

techNL

██████████ s. 40 (1)



Visit [techNL.ca](http://techNL.ca)

**From:** [Oldford, Erin](#)  
**To:** [Gardiner, Susan](#)  
**Subject:** Re: ESDC Project Update  
**Date:** October 17, 2022 7:06:32 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image001.png](#)  
[image002.png](#)

Hmmm... I don't think I received anything from him. I'll check again tomorrow when in the office.

Erin Oldford, PhD

On Oct 17, 2022, at 6:35 PM, Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)> wrote:

 s. 29 (1)(a)  
 s. 40 (1)  
 Have a good night!

**From:** Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>  
**Sent:** Monday, October 17, 2022 5:53 PM  
**To:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Subject:** FW: ESDC Project Update

Here you go! Let me know if I can help in any other way.

Cheers,  
 Erin

**From:** Erin Oldford <[eoldford@mun.ca](mailto:eoldford@mun.ca)>  
**Date:** Tuesday, September 27, 2022 at 2:04 PM  
**To:** "Brown, Trevor" <[travorb@mun.ca](mailto:travorb@mun.ca)>, Susan Gardiner <[susang@mun.ca](mailto:susang@mun.ca)>  
**Cc:** "Shannahan, Rachelle" <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>  
**Subject:** RE: ESDC Project Update

Hi All,

Great – Here is the revised budget for discussion purposes.

Erin

**From:** Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>

**Sent:** September 27, 2022 8:33 AM  
**To:** Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>; Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Cc:** Shannahan, Rachelle <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>  
**Subject:** RE: ESDC Project Update

Just realized we have a joint meeting tomorrow at 10:30 am– perhaps we should discuss this at that time?

travor

--

---

Travor C. Brown, PhD (he/him)  
Dean (Interim)  
Faculty of Business Administration  
Memorial University  
email: [travorb@mun.ca](mailto:travorb@mun.ca)  
709-864-8851

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

---

**From:** Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>  
**Sent:** Tuesday, September 27, 2022 8:00 AM  
**To:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Cc:** Brown, Travor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Shannahan, Rachelle <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>  
**Subject:** RE: ESDC Project Update

Hi Susan,

I can meet tomorrow 9am.

Erin

---

**From:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Sent:** September 26, 2022 6:07 PM  
**To:** Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>  
**Cc:** Brown, Travor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Shannahan, Rachelle <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>  
**Subject:** Re: ESDC Project Update

Hi everyone,

I have had a chance to look at this again and the revised budget.

s. 40 (1) [redacted] hoping that I could meet later in the week in this. [redacted] s. 40 (1)

I think it's important that we are all on the same page with respect to the space and hiring and where we are fitting the person.

Would that work?

SEG

Sent from my iPhone

On Sep 26, 2022, at 5:22 PM, Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)> wrote:

Thanks Marlayne,

Nice to e-meet you Mike. We look forward to hearing from you. We are doing our 're-jigging' now so hope to have something ready when you reach out!

Erin

---

**From:** Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>  
**Sent:** September 26, 2022 4:07 PM  
**To:** Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>  
**Cc:** Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Shannahan, Rachelle <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>; Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>; Browne, Jennifer <[jbrowne@mun.ca](mailto:jbrowne@mun.ca)>; Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Subject:** Re: ESDC Project Update

Hello Folks!

I want to e-introduce you to Mike Mason copied here. Mike joined the techNL team today and will be managing the ESDC project from our side and will be your point of contact going forward. Mike will be in touch with you in the next couple of days to let you know what he needs from you to move the project forward to get the contract signed and approved so we can officially get started.

[redacted] s. 29 (1)(a)  
[redacted] I'll leave it to him to send further details.

Thanks for your flexibility as we move through this process with ESDC.  
All the best,  
Marlayne

NOTE TO APPLICANT: The remainder of this thread has been removed as it is already found above in the responsive records.

**From:** [Mike Mason](#)  
**To:** [Gardiner, Susan](#)  
**Subject:** update on ESDC project and next activities  
**Date:** October 28, 2022 9:57:12 AM

---

Good morning Susan,

Thanks a lot for your work in providing the answers to the questions from ESDC related to the program that will be offered. ESDC received the revised budget and associated detailed expense breakdown yesterday. If ESDC has any other questions, or wants more clarity on your breakdown I'll be sure to let you know. I am expecting that it may take up to 15 business days for a contract to be issued between ESDC and techNL, after which we will issue a contract between your group at MUN and techNL.

Susan, I am hoping that you might have some time next week to spend 30 minutes with me to create your quarterly forecast of expenses for the duration of the project (scheduled to be financially complete by March 2024). Please feel free to book a time that works for you, and I'll accept it. Having this activity complete will ensure that we have the funds to pay expenses as invoiced and aligned with the forecast.

Have a good weekend, and please let me know where you might have questions.

Talking soon,

**Mike Mason** (he/him) [Why this is important](#)  
Ecosystem Engagement Consultant  
techNL

 s. 40 (1)



Visit [techNL.ca](http://techNL.ca)

**From:** [Oldford, Erin](#)  
**To:** [Gardiner, Susan](#)  
**Cc:** [Brown, Trevor](#); [Shannahan, Rachelle](#); [Browne, Jennifer](#)  
**Subject:** RE: Note on Mike  
**Date:** October 28, 2022 11:13:09 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

Hi Susan,

Career Fairs - This would be to host and organize career fairs related to the tech industry. One example we are considering

[Redacted]

s. 29 (1)(a)

Conferences – this would be for virtual and local conferences and meetings to inform research on the tech labour market.

Hope that helps and apologies for the delay.

Thanks,  
Erin

**From:** Gardiner, Susan <susang@mun.ca>  
**Sent:** October 24, 2022 3:56 PM  
**To:** Oldford, Erin <eoldford@mun.ca>  
**Cc:** Brown, Trevor <tavorb@mun.ca>; Shannahan, Rachelle <rshannahan@mun.ca>; Browne, Jennifer <jbrowne@mun.ca>  
**Subject:** RE: Note on Mike

Hello everyone,

I am circling back to this. We have heard from Mike today.

He has asked me about the details around the job fairs – [Redacted]

[Redacted]

We also had conferences [Redacted]

s. 29 (1)(a)

[Redacted]

Thanks  
SEG

**From:** Oldford, Erin <eoldford@mun.ca>  
**Sent:** Tuesday, October 18, 2022 9:04 AM

**To:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Cc:** Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Shannahan, Rachelle <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>; Browne, Jennifer <[jbrowne@mun.ca](mailto:jbrowne@mun.ca)>  
**Subject:** RE: Note on Mike

Hi Susan,

Thank you so much for working on this!

Erin

---

**From:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Sent:** October 18, 2022 9:03 AM  
**To:** Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>; Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>  
**Cc:** Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Shannahan, Rachelle <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>; Browne, Jennifer <[jbrowne@mun.ca](mailto:jbrowne@mun.ca)>; Allison Ryan <[allison@technl.ca](mailto:allison@technl.ca)>  
**Subject:** RE: Note on Mike

I forgot to attach it!

Here it is and thank you. This is an exciting project and we are looking forward to its launch.

SEG

---

**From:** Gardiner, Susan  
**Sent:** Tuesday, October 18, 2022 9:01 AM  
**To:** 'Marlayne Hardy' <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>; Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>  
**Cc:** Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Shannahan, Rachelle <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>; Browne, Jennifer <[jbrowne@mun.ca](mailto:jbrowne@mun.ca)>; Allison Ryan <[allison@technl.ca](mailto:allison@technl.ca)>  
**Subject:** RE: Note on Mike

Hello Marlayne,

Here is the email I sent Mike yesterday. If you need anything further, please let me know.

Thanks  
SEG

---

**From:** Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>  
**Sent:** Tuesday, October 18, 2022 6:53 AM  
**To:** Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>  
**Cc:** Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Shannahan, Rachelle <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>; Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>; Browne, Jennifer <[jbrowne@mun.ca](mailto:jbrowne@mun.ca)>; Allison Ryan <[allison@technl.ca](mailto:allison@technl.ca)>  
**Subject:** Note on Mike

Hi folks,  
Mike is s. 40 (1) out of the office  
He has asked me to check in and ask that you send your budget information to me and Allison Ryan (copied here).

Thanks so much,  
Marlayne

---

**From:** "Oldford, Erin" <[eoldford@mun.ca](mailto:eoldford@mun.ca)>  
**Date:** Tuesday, September 20, 2022 at 12:40 PM  
**To:** Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>  
**Cc:** "Brown, Trevor" <[travorb@mun.ca](mailto:travorb@mun.ca)>, "Shannahan, Rachelle" <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>, "Gardiner, Susan" <[susang@mun.ca](mailto:susang@mun.ca)>, "Browne, Jennifer" <[jbrowne@mun.ca](mailto:jbrowne@mun.ca)>  
**Subject:** RE: ESDC Project Update

Hi Marlayne,

Thanks for the update. We are still very much interested in participating, and we will take the next day or so to dig into your questions, below.

Best,  
Erin



**ERIN OLDFORD, PhD**  
Associate Dean of Undergraduate Programs,  
Associate Professor of Finance, and  
Faculty Advisor to The Fund  
Faculty of Business Administration  
Memorial University of Newfoundland  
St. John's, Newfoundland & Labrador  
T 709 864 2431  
<https://mun.webex.com/meet/eoldford>  
[www.business.mun.ca](http://www.business.mun.ca)



---

**From:** Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>  
**Sent:** September 16, 2022 3:34 PM  
**To:** Browne, Jennifer <[jbrowne@mun.ca](mailto:jbrowne@mun.ca)>; Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>  
**Cc:** Teo, Sarah T.T <[tteo@mun.ca](mailto:tteo@mun.ca)>  
**Subject:** ESDC Project Update

Hello Erin, Jennifer and Sarah,

**NOTE TO APPLICANT:** The remainder of this thread has been removed as it is already found above in the responsive records.

IAP Office

**From:** [Oldford, Erin](#)  
**To:** [Gardiner, Susan](#); [Brown, Trevor](#); [Browne, Jennifer](#); [Shannahan, Rachelle](#)  
**Subject:** Re: techNL update  
**Date:** November 10, 2022 3:23:11 PM

---

Great news. Thanks for the update Susan.

Erin

---

**From:** Susan Gardiner <[susang@mun.ca](mailto:susang@mun.ca)>  
**Date:** Thursday, November 10, 2022 at 12:54 PM  
**To:** "Brown, Trevor" <[travorb@mun.ca](mailto:travorb@mun.ca)>, Erin Oldford <[eoldford@mun.ca](mailto:eoldford@mun.ca)>, "Browne, Jennifer" <[jbrowne@mun.ca](mailto:jbrowne@mun.ca)>, "Shannahan, Rachelle" <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>  
**Subject:** FW: techNL update

Things seem to me progressing.  
SEG

---

**From:** Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Sent:** Thursday, November 10, 2022 8:28 AM  
**To:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Subject:** RE: techNL update

You're welcome.

---

**From:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Sent:** November 10, 2022 8:27 AM  
**To:** Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Subject:** Re: techNL update

Thanks Mike for the update. This is great news.

SEG

Sent from my iPhone

On Nov 10, 2022, at 7:57 AM, Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)> wrote:

Good morning Susan, I do believe we are getting close to having a contract issued by our friends at Employment and Social Development Canada (ESDC). Since submitting our revised budget and detail and explanation of questions asked by ESDC over two weeks ago, I have not been asked for any other information and have stayed in touch with my counterpart at ESDC.

I was thinking of some of the requirements that public post secondary's have for approving contracts. I am providing a summary below that could be used in briefing notes for when we are able to produce a contract between techNL and MUNL. Please feel free to use this overview below.

### **Overview of training funded by Employment and Social Development Canada**

In 2023 and 2024, techNL, will work in partnership with NL-based training providers as well as post-secondary institutions, (our partners) to provide technology training throughout Newfoundland and Labrador. Our project funded by Employment and Social Development Canada, will allow learners to acquire and apply the technical and human skills required by employers across most employment sectors.

The training delivered by our partners is designed to include and engage learners throughout the province using a thoughtful design that considers the myriad ways in which today's learner can participate and succeed. Our project envisions learners from even the most remote locations in the province connecting with peers, learning in cohorts and engaging in communities of practice or learning through a blend of synchronous and asynchronous modalities.

Our ESDC-funded project envisions promoting, coaching and growing participation in technology-related employment with people who come from traditionally underrepresented groups. The research, coaching and training that our partners will provide will build and assess local conditions related to equity, diversity and inclusion (EDI), and will build local corporate capacity and support for EDI initiatives in the spirit of acquiring and retaining talent and growing business competitiveness.

Through this project, techNL and its partners will provide training and education that will engage various audiences and learner groups focusing on equity-deserving groups. In some of the initiatives, such as workshops and bootcamps; we will introduce women and gender-diverse learners to career opportunities in technology. In other instances, our partners will organize and train participants using Work Integrated Learning (WIL) and other industry exposure activities including career fairs and employer/learner connections.

Further, our post-secondary and industry partners will deliver training related to

1. Software development,
2. Cloud Computing, AI and Machine Learning
3. SaaS Sales
4. GIS
5. Leadership Development

Our project will connect rural communities, businesses and learners in a way that promotes remote work and provides people with the opportunity to live where they work.

**Mike Mason** (he/him) [Why this is important](#)

Ecosystem Engagement Consultant

techNL

██████████ s. 40 (1)



Visit [techNL.ca](http://techNL.ca)

**From:** [Mike Mason](#)  
**To:** [Gardiner, Susan](#)  
**Subject:** time for a call tomorrow?  
**Date:** November 16, 2022 5:11:27 PM

---

Hi Susan,

If you have some time tomorrow morning, perhaps we can discuss some budget forecasting that we'll need in order to give ESDC a quarterly forecast of budget expenses? I feel we're getting close to a contract being issued by ESDC to techNL and the next step will be to provide a quarterly budget forecast to ESDC so that techNL can receive money to distribute to our partners against their expenses. I realize too that a contract will need to be in place before any work begins. The only time I have committed to others so far tomorrow is between 1000-1130 so if you have time, feel free to send along an invite to meet tomorrow or Friday, or next week.

Thanks!

**Mike Mason** (he/him) [Why this is important](#)  
Ecosystem Engagement Consultant  
techNL

 s. 40 (1)



Visit [techNL.ca](http://techNL.ca)

**From:** [Mike Mason](#)  
**To:** [Gardiner, Susan](#)  
**Subject:** RE: Update in ESDC project  
**Date:** November 21, 2022 12:35:36 PM

---

Thanks Susan

We'll speak on Wednesday. If you could, ahead of the meeting find time to think about the forecast for the project, that would help our discussion. Let me know where in advance to help.

Talking soon

**Mike Mason** (he/him) [Why this is important](#)  
Ecosystem Engagement Consultant  
techNL

[REDACTED] s. 40 (1)



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---

**From:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Sent:** November 21, 2022 12:17 PM  
**To:** Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Subject:** RE: Update in ESDC project

Thanks Mike.

I look forward to chatting further.

SEG

---

**From:** Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Sent:** Monday, November 21, 2022 11:16 AM  
**To:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Subject:** Update in ESDC project

Good morning Susan,

[REDACTED] s. 35 (1)(b)  
Thanks for the conversation this morning. I'm going to suggest a few times this week for finalizing the budget forecast for this work as well. Once this forecast is complete, I will send along to ESDC and this will provide techNL with cashflow to pay for

the expenses incurred by MUNL for this work.

Talking soon,

Mike

**Mike Mason** (he/him) [Why this is important](#)

Ecosystem Engagement Consultant

techNL

■■■■■■■■■■ s. 40 (1)



Visit [techNL.ca](http://techNL.ca)

**From:** [Mike Mason](#)  
**To:** [Gardiner, Susan](#)  
**Subject:** FW: ESDC budget review questions.  
**Date:** November 23, 2022 12:04:02 PM  
**Attachments:** [MUNL Fac Biz Budget descriptions request from ESDC.xlsx](#)

---

Hi Susan,

Here's the spreadsheet. Let me know where to help.

---

**From:** Mike Mason <Mike@technl.ca>  
**Sent:** October 24, 2022 10:39 AM  
**To:** Gardiner, Susan <susang@mun.ca>  
**Subject:** Fw: ESDC budget review questions.

Hi Susan,

s. 40 (1)

I'm available for a call at [REDACTED] should you wish to speak

Thanks for the help,

Mike

---

**From:** Mike Mason  
**Sent:** Wednesday, October 12, 2022 2:30 PM  
**To:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Subject:** ESDC budget review questions.

Hi Susan,

Nice to meet you today. I'm going to work with you directly and feel free to copy your team as required.

Attached are the comments from ESDC related to your submission. Just looking for some detail on what comprises the expenses related to activities or capital, so that we can make sure the future claims for these expenses are processed easily. Also a reminder about the MERC and Benefits burden related to the positions involved. I'm available to assist when you need me.

Thanks and talking soon.

**Mike Mason** (he/him) [Why this is important](#)  
Ecosystem Engagement Consultant  
techNL

[REDACTED] s. 40 (1)



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Section	Category Details	Amount Requested (\$)	Detailed Budget Description	Comments
<b>A: Staff Salaries: Provide a detailed overview of all proposed staff salaries (by position)</b>				
A.a.	Salaries, mandatory employment related costs and benefits paid to or on behalf of staff working directly on the project; includes direct and admin costs (e.g., proj manager and admin assistant)	\$ 155,946	Tech Sector Employability Coordinator salary \$130,946: \$65,473 x 2 years Compensation for Instructors (staff of existing tech companies in the roles presented in proposal) \$15,000: \$500 x 30 Administration (finances, communication, etc.): \$10,000	s. 29 (1)(a)
<b>Total Staff Salaries (A):</b>		<b>\$ 155,946</b>		
<b>B: Project Costs: Provide a detailed overview of all proposed costs</b>				
B.a.	Advertising			
B.b.	Audit Fees			
B.c.	Bank Charges			
B.d.	Conference attendance fees	\$ 10,000	Tech Sector Employability Coordinator training and fees for industry conferences Conference registration for _____ employees at \$_____ per employee.	s. 29 (1)(a)
B.e.	Conference fees	\$ 40,000	Job fairs (fall and winter semesters, in-person): \$10,000 x 4 Host 4 job fairs events: \$_____ (costs include \$_____ for XX day room rental, \$_____ for IT, \$_____ guest speaker \$_____)	s. 29 (1)(a)
B.f.	Contracting			
B.g.	Costs related to transition / wind down			
B.h.	Equipment lease, rental or purchase and computer software			
B.i.	Equipment repair and maintenance			
B.j.	Furniture			
B.k.	Goods and Services Tax (HST Tax / Prov Sales Tax)			s. 29 (1)(a)
B.l.	Hospitality			
B.m.	Insurance (fire, theft, liability)			
B.n.	Internet and other informaton technology requirements			
B.o.	IT maintenance			
B.p.	Legal Fees			
B.q.	Materials and office supplies			
B.r.	Membership fees, affiliation fees and business licenses and permits			
B.s.	Other non participant-based costs (e.g. water where public water is not safe for drinking)			
B.t.	Postage and courier fees			
B.u.	Printing Fees			
B.v.	Professional Development Fees			
B.w.	Professional Fees related to project activities			
B.x.	Reference materials			
B.y.	Rent, lease and repairs and leasehold improvements.			
B.z.	Signage			
B.aa.	Staff, consultant and volunteer travel expenses that may not be a part of travel claims; international travel where warranted.			
B.ab.	Staff disability supports			
B.ac.	Staff training for disability-related issues			
B.ad.	Support for individuals			
B.ae.	Telephone			
B.af.	Utilities			
<b>Total Project Costs (B):</b>		<b>\$ 50,000</b>		
<b>C: Capital Assets: Provide a detailed list of all proposed individual capital assets</b>				
C.a.	Any asset or expenditure requiring a disposal agreement of disposition, as per program specific Terms and Conditions and value.			
<b>Total Capital Assets C:</b>		<b>\$ -</b>		
<b>D: Facilities (if applicable): Provide specific details fo all proposed cost estimates for the construction or renovation of facilities and market value of property</b>				
D.a.	Construction or renovations			s. 29 (1)(a)
D.b.	Pre Development			
D.c.	Purchasing of land and/or buildings			
<b>Total Facilities (D):</b>				
<b>E: Participant Costs (if applicable): Provide an overview, details and a breakdown of all proposed participant costs.</b>				
E.a.	Participant salaries and mandatory employment related costs, completion bonuses and other employment related benefit costs where warranted under org human resources policies and/or provincial territorial labour standards.			
E.b.	Adaptive technology set-up			
E.c.	Dependent care			
E.d.	Disability-related incremental costs			
E.e.	Disability related supports			
E.f.	Emergency assistance			
E.g.	Living expenses			
E.h.	Materials, supplies, books and testing materials to be used by and/or for participants			
E.i.	Participation and completion recognition			
E.j.	Professional fees related to participants - subcontracting			
E.k.	Travel, transportation			
E.l.	Tuition Fees			
<b>Total Participant Costs E:</b>		<b>\$ -</b>		
<b>Other Sources of Funding: The applicant must identify any other source of funding for this project. The source could be public (other federal department, provincial government, municipal government university, school board, etc. or private (including the Applicant's own contribution).</b>				
<b>Source</b>			<b>In-Kind</b>	
<b>Total Other Sources of Funding</b>		<b>\$ -</b>	<b>\$ -</b>	
<b>Total</b>			<b>Recommended</b>	
<b>Total project budget cost (A + B + C + D + E)</b>				
<b>Total project budget cost including other sources of cash (A through E + Other Sources of Cash)</b>				

s. 29 (1)(a)

**From:** [Mike Mason](#)  
**To:** [Gardiner, Susan](#)  
**Subject:** techNL ESDC funded project update  
**Date:** November 30, 2022 11:25:33 AM

---

Good morning Susan,

I'm expecting some guidance from ESDC on some options in order to begin activity, given that we won't have a contract executed with them until mid- December. I'll be back to you today or early tomorrow with an update.

**Mike Mason** (he/him) [Why this is important](#)  
Ecosystem Engagement Consultant  
techNL

 s. 40 (1)



Visit [techNL.ca](http://techNL.ca)

**From:** [Gardiner, Susan](#)  
**To:** [Mike Mason](#)  
**Subject:** RE: Update on project budget- ESDC funded Project  
**Date:** December 9, 2022 1:08:00 PM

---

Thanks for the update Mike.  
SEG

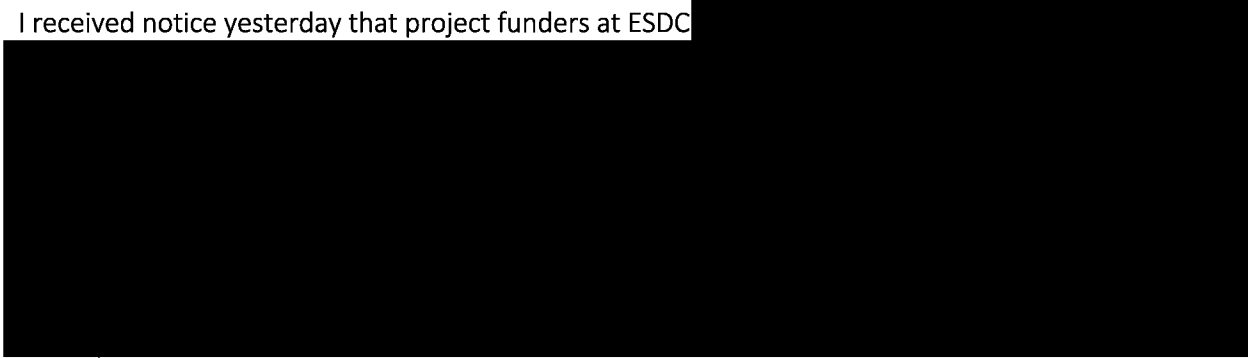
---

**From:** Mike Mason <Mike@technl.ca>  
**Sent:** Friday, December 9, 2022 7:50 AM  
**To:** Gardiner, Susan <susang@mun.ca>  
**Subject:** Update on project budget- ESDC funded Project

Good morning Susan,

s. 29 (1)(a), s. 35 (1)(b)

I received notice yesterday that project funders at ESDC



Let me know your thoughts when you have a chance,

**Mike Mason** (he/him) [Why this is important](#)  
Ecosystem Engagement Consultant  
techNL

s. 40 (1)



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**From:** [Gardiner, Susan](#)  
**To:** [Mike Mason](#)  
**Subject:** RE: techNL update on contract with ESDC and MUNL  
**Date:** January 16, 2023 6:53:00 PM

---

Hi Mike,

Happy 2023. I have reasonable availability this week. Please suggest some possible times that work with you.

Regards,  
SEG

---

**From:** Mike Mason <Mike@technl.ca>  
**Sent:** Monday, January 9, 2023 9:46 AM  
**To:** Gardiner, Susan <susang@mun.ca>  
**Subject:** techNL update on contract with ESDC and MUNL

Good morning Susan,

Just a note to let you know we are meeting this afternoon with our lawyer to review the contract provided by ESDC and confirm what has to be included in our Partner contracts. I think it should take 5 to 7 business days for partner contracts to be created and issued. Let me know where you have questions and have a good start to the week. Please feel free to set up some time with me next week to discuss the schedule for work and any adjustments you may anticipate.

Talking soon,

**Mike Mason** (he/him) [Why this is important](#)  
Ecosystem Engagement Consultant  
techNL

 s. 40 (1)



Visit [techNL.ca](http://techNL.ca)

**From:** [Mike Mason](#)  
**To:** [Gardiner, Susan](#)  
**Subject:** techNL update on contract with MUN- Husky  
**Date:** February 1, 2023 12:09:52 PM

---

Good morning Susan,

We expect to be able to have a contract issued to you by February 6 or 7 for review. I apologize for the delay here and if there are any activities that you think might need adjustment to how they are currently planned, please let me know. I can make sure to accommodate any changes in delivery of this workshops as long as they are all complete by March 31, 2024.

**Mike Mason** (he/him) [Why this is important](#)  
Ecosystem Engagement Consultant  
techNL

 s. 40 (1)



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**From:** [Zhu, Chunyan](#)  
**To:** [Jackson, Danielle](#); [Shannahan, Rachelle](#)  
**Cc:** [Gardiner, Susan](#); [Oldford, Erin](#); [Brown, Trevor](#)  
**Subject:** RE: Deliverables - TechNL  
**Date:** March 13, 2023 11:11:19 AM

---

Good morning everyone,

I have no further comments. Since I was not involved in the original proposal, this is great for me to know what we have committed to do.

Thanks,

**CHUNYAN ZHU (She/Her), B.Ed., M.Ed., GDBA**  
**Manager of Graduate Programs**  
Faculty of Business Administration  
Memorial University of Newfoundland  
St. John's, NL A1C 5S7  
Tel: 709-8644747  
Email: [czhu@mun.ca](mailto:czhu@mun.ca)

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

---

**From:** Jackson, Danielle <[djackson@mun.ca](mailto:djackson@mun.ca)>  
**Sent:** March-13-23 7:54 AM  
**To:** Shannahan, Rachelle <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>  
**Cc:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>; Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>; Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>  
**Subject:** Re: Deliverables - TechNL

Hi Susan,

I also have no additional comments. Deliverables and reporting seem appropriate.

Danielle

Sent from my iPhone

On Mar 13, 2023, at 7:37 AM, Shannahan, Rachelle <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)> wrote:

Hi Susan,

Just confirming I have no further comments.

Rachelle

Sent from my iPhone

On Mar 10, 2023, at 4:25 PM, Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)> wrote:

Thanks for this Erin.

I have responded to Mike Mason

[Redacted]

[Redacted]

s. 29 (1)(a)

[Redacted]

s. 29 (1)(a)

[Redacted]

s. 29 (1)(a)

Appreciate your support and input.

SEG

**From:** Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>

**Sent:** March 10, 2023 3:34 PM

**To:** Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>; Shannahan, Rachelle <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>; Jackson, Danielle <[djackson@mun.ca](mailto:djackson@mun.ca)>; Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>

**Subject:** RE: Deliverables - TechNL

Hi Susan

I also agree

[Redacted]

s. 29 (1)(a)

[Redacted]

s. 29 (1)(a)

Thanks,

Erin

---

**From:** Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>  
**Sent:** March 10, 2023 3:27 PM  
**To:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>; Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>; Shannahan, Rachelle <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>; Jackson, Danielle <[djackson@mun.ca](mailto:djackson@mun.ca)>; Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>  
**Subject:** RE: Deliverables - TechNL

Hi Susan

I agree that reframing this as a MUNL FBA/Student vs Husky Centre is the way to go. [REDACTED]

s. 29 (1)(a)

Regards  
Trevor

-----  
Trevor C. Brown, PhD (he/him)  
Dean (Interim)  
Faculty of Business Administration  
Memorial University  
email: [travorb@mun.ca](mailto:travorb@mun.ca)  
709-864-8851

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province*

---

**From:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Sent:** March 10, 2023 3:27 PM  
**To:** Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>; Shannahan, Rachelle <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>; Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Jackson, Danielle <[djackson@mun.ca](mailto:djackson@mun.ca)>; Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>  
**Subject:** RE: Deliverables - TechNL

Hello everyone,

Please have a look at our original proposal. [REDACTED]

s. 29 (1)(a)

[Redacted] s. 29 (1)(a)

SEG

---

**From:** Gardiner, Susan  
**Sent:** March 10, 2023 3:22 PM  
**To:** Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>; Shannahan, Rachelle <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>; Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Jackson, Danielle <[djackson@mun.ca](mailto:djackson@mun.ca)>; Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>  
**Subject:** RE: Deliverables - TechNL

Circling back.

If it is an initiative of MUNL FBA/Student Life (which I believe we all agree it is), then the reference to the Husky Centre should be removed in the contact.

I believe I am correct in saying that the proposal was written with Husky as a player because of Sarah's role.

[Redacted] s. 29 (1)(a)

Also, ultimately this is a contract between MUN and TechNL.

SEG

---

**From:** Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>  
**Sent:** March 9, 2023 4:43 PM  
**To:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>; Shannahan, Rachelle <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>; Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Jackson, Danielle <[djackson@mun.ca](mailto:djackson@mun.ca)>; Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>  
**Subject:** Re: Deliverables - TechNL

Hi Susan and Rachelle

Agreed, I think it should be MUNL FBA/Student Life.

[Redacted] s. 29 (1)(a)

Erin

---

**From:** Susan Gardiner <[susang@mun.ca](mailto:susang@mun.ca)>  
**Date:** Thursday, March 9, 2023 at 4:41 PM

**To:** "Shannahan, Rachelle" <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>, "Brown, Trevor" <[travorb@mun.ca](mailto:travorb@mun.ca)>, "Jackson, Danielle" <[djackson@mun.ca](mailto:djackson@mun.ca)>, "Zhu, Chunyan" <[t22cz@mun.ca](mailto:t22cz@mun.ca)>, Erin Oldford <[eoldford@mun.ca](mailto:eoldford@mun.ca)>  
**Subject:** RE: Deliverables - TechNL

Hello,

I believe that we have removed Husky Centre of Excellence as this initiative is not housed there but in Embark.

When the proposal was written, I believe it included that reference because Sarah had a hand in its delveopment.

---

**From:** Shannahan, Rachelle <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>  
**Sent:** March 9, 2023 4:33 PM  
**To:** Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>; Jackson, Danielle <[djackson@mun.ca](mailto:djackson@mun.ca)>; Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>; Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>  
**Subject:** RE: Deliverables - TechNL

Hi everyone,

s. 29 (1)(a)

[Redacted] Schedule A – Scope of Work *MUNL Husky Centre of Excellence* –

Nevertheless, [Redacted]

s. 29 (1)(a)

[Redacted]

[Redacted]

s. 29 (1)(a)

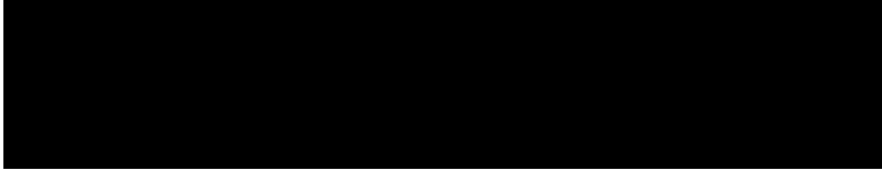
Rachelle

---

**From:** Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>

**Sent:** March 9, 2023 2:22 PM  
**To:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>; Jackson, Danielle <[djackson@mun.ca](mailto:djackson@mun.ca)>; Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>; Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>; Shannahan, Rachelle <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>  
**Subject:** RE: Deliverables - TechNL

Hi All



s. 29 (1)(a)

Cheers  
Travor

-----  
 Travor C. Brown, PhD (he/him)  
 Dean (Interim)  
 Faculty of Business Administration  
 Memorial University  
 email: [travorb@mun.ca](mailto:travorb@mun.ca)  
 709-864-8851

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province*

---

**From:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Sent:** March 9, 2023 11:51 AM  
**To:** Jackson, Danielle <[djackson@mun.ca](mailto:djackson@mun.ca)>; Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>; Oldford, Erin <[eoldford@mun.ca](mailto:eoldford@mun.ca)>; Shannahan, Rachelle <[rshannahan@mun.ca](mailto:rshannahan@mun.ca)>  
**Cc:** Brown, Travor <[travorb@mun.ca](mailto:travorb@mun.ca)>  
**Subject:** Deliverables - TechNL

Good morning,

We are in the process of getting ready to sign the contract with TechNL. Attached is the scope of work that is included in the contract and the deliverables.

s. 29 (1)(a)



s. 29 (1)(a)

Thanking you in advance for your review.  
SEG

**From:** [Mike Mason](#)  
**To:** [Gardiner, Susan](#)  
**Cc:** [Brown, Trevor](#); [Dean - Faculty of Business Administration](#)  
**Subject:** RE: techNL MUNL contract  
**Date:** March 20, 2023 12:53:37 PM

---

Hi Susan,  
 Yes we can move these costs into staff wages. I'll make te change in the contract and send it over to you.

Thanks for your patience

**Mike Mason** (he/him) [Why this is important](#)

Program Manager- Future Talent  
 techNL

 s. 40 (1)



Visit [techNL.ca](http://techNL.ca)

---

**From:** Gardiner, Susan <susang@mun.ca>  
**Sent:** March 9, 2023 11:34 AM  
**To:** Mike Mason <Mike@technl.ca>  
**Cc:** Brown, Trevor <travorb@mun.ca>; Dean - Faculty of Business Administration <deanfba@mun.ca>  
**Subject:** RE: techNL MUNL contract

Hello Mike,

Great to chat and catch up on Tuesday.

I appreciate you taking the time to walk through the contract. We are still in the process of hiring of our first tech sector employability coordinator and we are hopeful this will be done for earlier April. We had always envisioned a second hire to assist for the environmental scan and the coordination of the workshops. Is it possible to move \$20,000 form the project cost to staff wages? This would be more than the 10% you mentioned.

Please let me know what you think and we can move forward with the contract signing.

Thanks again for your assistance.  
 SEG

---

**From:** Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>

**Sent:** February 17, 2023 8:12 PM

**To:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>

**Subject:** techNL MUNL contract

Good evening Susan,

Thanks for your patience throughout. Attached is a copy of the contract for the work being conducted by MUNL Husky Centre of Excellence.

We look forward to working with you, and please let me know where you have questions.

Habe a good weekend,

**Mike Mason** (he/him) [Why this is important](#)

Program Manager- Future Talent

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**From:** [Mike Mason](#)  
**To:** [Gardiner, Susan](#)  
**Cc:** [Brown, Trevor](#); [Dean - Faculty of Business Administration](#)  
**Subject:** RE: amended contract for signature.  
**Date:** March 30, 2023 11:16:16 AM

---

Good morning, everyone,

Here is the revised contract with the following changes.

- Corrected name to MUNL Faculty of Business Administration
- Corrected language in Overview in Schedule A to read 125 learner each semester. It previously looked as though these were 1-time events which didn't align with the frequency of per semester, described under Target Audience in Schedule A
- Removed references to micro credentials.

Thanks for your patience in the process and we look forward to our continued work together.

**Mike Mason** (he/him) [Why this is important](#)

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**From:** Gardiner, Susan <susang@mun.ca>  
**Sent:** Monday, March 27, 2023 1:11 PM  
**To:** Mike Mason <Mike@technl.ca>  
**Cc:** Brown, Trevor <travorb@mun.ca>; Dean - Faculty of Business Administration <deanfba@mun.ca>  
**Subject:** RE: amended contract for signature.  
**Importance:** High

Good morning Mike,

Please find attached the updated web description. The more appropriate title is Technical skills training workshops.

Also, a reminder as well to remove Husky Centre in the contract and just use Faculty of Business Administration.

Thanks

SEG

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**From:** Gardiner, Susan  
**Sent:** March 23, 2023 9:57 AM  
**To:** 'Mike Mason' <[Mike@technl.ca](mailto:Mike@technl.ca)>; Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Dean - Faculty of Business Administration <[deanfba@mun.ca](mailto:deanfba@mun.ca)>  
**Subject:** RE: amended contract for signature.

Thanks Mike,

We will get back to you on the change we think is appropriate.

One last thing, I mentioned the reference to MUN Husky Centre of Excellence on Schedule A. Can we please remove that reference and just say MUN Faculty of Business Administration

Regards,  
SEG

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**From:** Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Sent:** March 23, 2023 8:33 AM  
**To:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>; Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Dean - Faculty of Business Administration <[deanfba@mun.ca](mailto:deanfba@mun.ca)>  
**Subject:** RE: amended contract for signature.

Hi everyone,

Yes, the statement can be changed and we'll get that done . Aside from highlighting the workshops, would you have any other descriptions you would like for us to use? We have a copy of the EOI with all workshops and audiences described. Would you like for us to draw from that or does your team have anything else it would like to add?

Thanks again!

**Mike Mason** (he/him) [Why this is important](#)  
Program Manager- Future Talent  
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██████████ s. 40 (1)



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**From:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Sent:** March 22, 2023 3:34 PM  
**To:** Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>; Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Dean - Faculty of Business Administration <[deanfba@mun.ca](mailto:deanfba@mun.ca)>  
**Subject:** RE: amended contract for signature.

Thanks for this and we will review and sign ASAP.

Also, a reminder to you about how our partnership is being promoted.

[Redacted]

s. 29 (1)(a)

Thanks  
SEG

**From:** Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Sent:** March 21, 2023 8:07 AM  
**To:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>; Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Dean - Faculty of Business Administration <[deanfba@mun.ca](mailto:deanfba@mun.ca)>  
**Subject:** amended contract for signature.

Good morning everyone,

Attached, please find the contract with the adjustment that moves \$20,000 from project cost to staff wages.

[Redacted]

s. 29 (1)(a)

Let me know if there's anything else you may need. Susan, once the contract is executed, you can speak with our Finance Lead, Marion Penney to go through the invoicing procedure. As soon as I receive the copy back we'll sign and send an electronic copy as well.

Talking soon,

**Mike Mason** (he/him) [Why this is important](#)  
Program Manager- Future Talent  
techNL



s. 40 (1)



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**From:** [Gardiner, Susan](#)  
**To:** [Guzzwell, Diane L](#)  
**Subject:** Re: techNL agreement  
**Date:** April 6, 2023 2:06:24 PM

---

I'll print and have him sign in ink!

SEG

Sent from my iPhone

On Apr 6, 2023, at 1:44 PM, Guzzwell, Diane L <[dguzzwell@mun.ca](mailto:dguzzwell@mun.ca)> wrote:

Hi Susan,

Travor agreed, and will sign the agreement. Would you be able to send a copy? I may have it, but I'm not sure if it is the latest version.

Many thanks!

Diane

*Diane Guzzwell (she/her)*

Diane Guzzwell | Decanal Assistant  
Faculty of Business Administration | Memorial University | BN4006  
St. John's, NL A1B 3X6  
T: 709-864-8851 | [dguzzwell@mun.ca](mailto:dguzzwell@mun.ca)

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

**From:** [Mike Mason](#)  
**To:** [Gardiner, Susan](#); [Brown, Travor](#); [Dean - Faculty of Business Administration](#)  
**Subject:** RE: techNL contract attached  
**Date:** April 11, 2023 7:36:09 AM

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Thanks very much Susan,

This will be back to you with the executed agreement. Sara has connected with me as well and I'm happy to speak with her this week.

**Mike Mason** (he/him) [Why this is important](#)

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 techNL

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**From:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Sent:** Thursday, April 6, 2023 3:16 PM  
**To:** Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>; Brown, Travor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Dean - Faculty of Business Administration <[deanfba@mun.ca](mailto:deanfba@mun.ca)>  
**Subject:** RE: techNL contract attached

Hi Mike,

Please find attached the signed agreement. When it has been executed by TechNL, can you please return a copy of the fully signed agreement.

Also a quick update. We have our first hire in Sarah Taker. We will be sure to introduce you in the weeks to come.

Happy Easter.

SEG

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**From:** Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Sent:** March 31, 2023 10:05 AM  
**To:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>; Brown, Travor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Dean - Faculty of Business Administration <[deanfba@mun.ca](mailto:deanfba@mun.ca)>  
**Subject:** techNL contract attached

My apologies,

I forgot to attach the contract in my email yesterday

**Mike Mason** (he/him) [Why this is important](#)

Program Manager- Future Talent

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**From:** [Oldford, Erin](#)  
**To:** [Gardiner, Susan](#)  
**Cc:** [Taker, Sarah](#); [Zhu, Chunyan](#)  
**Subject:** Re: Question about Contract  
**Date:** May 2, 2023 2:00:45 AM

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Hi Sarah,

The idea was that the instructors (e.g., FBA faculty and Per course instructors) would not lead the sessions but rather be invited to attend. [REDACTED] s. 29 (1)(a)

Erin

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Erin Oldford, PhD

On May 1, 2023, at 10:01 PM, Gardiner, Susan <susang@mun.ca> wrote:

Hi Sarah,

That wording is directly from our proposal to TechNL. If I read an earlier paragraph of the proposal, it says "to create and deliver a series of technical skills training workshops, with the aim of equipping post-secondary students and faculty with content...By inviting instructors, the programming will be integrated into MUN's academic curriculum." [REDACTED]

[REDACTED] s. 29 (1)(a)


Great meeting and you are off to the races!  
SEG

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**From:** Taker, Sarah <sarah.taker@mun.ca>  
**Sent:** May 1, 2023 4:18 PM  
**To:** Gardiner, Susan <susang@mun.ca>  
**Subject:** Question about Contract

Good Afternoon Susan,

As we discussed in the meeting today, I wanted to quickly connect with you regarding the contract. The wording I was referring to is in the Schedule A, under Target Audience. I'd like to clarify whether we are allowing instructors to participate in workshops to help spread awareness, [REDACTED] s. 29 (1)(a)

s. 29 (1)(a)

Thanks,  
Sarah

**Sarah Taker** **BBA (Hons.) | TECH SECTOR EMPLOYABILITY COORDINATOR, EMBARK**

Faculty of Business Administration  
Memorial University of Newfoundland  
St. John's, Newfoundland | A1B 3X5  
[www.business.mun.ca](http://www.business.mun.ca)

Phone: (709) 864-3537  
Email: [sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)

**From:** [Zhu, Chunyan](#)  
**To:** [Mike Mason](#); [Gardiner, Susan](#)  
**Cc:** [Taker, Sarah](#)  
**Subject:** RE: Contract update changes to contract between techNL and MUN Embark  
**Date:** May 10, 2023 2:28:27 PM

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Hi Mike,

It was nice meeting you this morning. Yes, we can meet next week to figure out how we capture our Tech Pavilion participation in the Fall Job Fair. I am copying Sarah on this email. When will work for you best next week? My schedule is quite flexible on Tuesday, Thursday and Friday.

Thank you,

**CHUNYAN ZHU (She/Her), B.Ed., M.Ed., GDBA**  
**Manager of Graduate Programs**  
**Faculty of Business Administration**  
**Memorial University of Newfoundland**  
**St. John's, NL A1C 5S7**  
**Tel: 709-8644747**  
**Email: [czhu@mun.ca](mailto:czhu@mun.ca)**

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

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**From:** Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Sent:** May-10-23 11:40 AM  
**To:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Cc:** Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>  
**Subject:** Contract update changes to contract between techNL and MUN Embark

Good morning, Susan and Chunyan

I just came out of a very productive meeting with the Chunyan, Sarah and their work term student. There a few changes I will have to make to the contract, and ESDC requires that any changes to these activities requires an amendment to contract with ESDC and with MUN.

The change to the activities that will require amendment to our contact is as follows.

1. [REDACTED] s. 29 (1)(a)
2. MUN Embark has asked to have the job fairs integrated into larger job fairs already in place at Memorial. [REDACTED] s. 29 (1)(a)  
way that measures the impact of this activity. Chunyan, perhaps we could meet again next week to figure this out?

There is also a requirement that we need to add to the contract

- ESDC (The Funder of our project), requires having the attendees at these workshops - sign off on an acknowledgement.

Given that we have some time before the workshops are advertised, this shouldn't cause much disruption to the process, and at the same time, I recognize time is of the essence to get these changes reviewed. I'll be back to you soon with the amendment.

**Mike Mason** (he/him) [Why this is important](#)

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