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August 17, 2016

RE: Joan Boughton

To whom it may concern:

I have known Ms. Joan Boughton professionally and personally for over 30 years. As the owner of Joan Boughton and Associates – Marketing, PR, Event Planning, Ms. Boughton has provided numerous event planning services for our company and clients.

Ms. Boughton is highly attentive to detail in her work. My assessment is that her approach to issues is always well thought and prepared. Highly efficient in follow up procedures. There were no problems with material, customization, instruction or follow through.

Ms. Boughton provided our company leadership with planning progress reports, updated timelines, and any other required documentation for budgeting and accounting. Further, Ms. Boughton would go through these materials at every meeting to answer any questions, to ensure everyone understood, and to make any necessary adjustments.

Ms. Boughton's strengths are her resourcefulness, her preparation, thoroughness and follow-through. She is a highly educated and capable professional. Her multi-cultural, multi-lingual experience is a valuable asset. She has a unique communicative ability to reach people and express ideas. Her style is professional yet has a friendly personality, adapts well to all work situations.

I regard Ms. Boughton highly, professionally and personally. She is a woman of her word, committed to serving the communities she belongs to. A tremendous asset to any organization.

Sincerely,

A handwritten signature in blue ink, appearing to read "Larry Sillman".

Larry Sillman, AIA
Principle
Sillman Wright Architects