

ATTACHMENT D



April 28, 2020

Jesse Birch, Interim Executive Director
Nanaimo Art Gallery

Dear Jesse

I am writing to advise that the Vancouver Island Symphony must give notice on our office space located at the Nanaimo Art Gallery. We understand that we are responsible for paying rent for the next six months and we will vacate space on October 31, 2020 or before.

As a nonprofit organization, we must do everything we can during this pandemic to cut our expenses in order to ensure that the Symphony will continue to operate. With next to no administrative team, we are looking at ways to reduce our expenses in order to continue to operate in 2020-2021 Season.

Yours sincerely

VANCOUVER ISLAND SYMPHONY

Margot C. Holmes
CEO

Blake McGuffie
Treasurer, Board of Directors

cc Julie Bevan, City of Nanaimo