June 1, 2023

Institute for Citizen-Centred Service

250 Yonge Street, Suite 2201 (22nd floor)

Toronto, ON

M5B 2L7

Re: Invoice for services rendered to ICCS during the month of May 2023 by Catherine Goguen.

3 hours x $30 = $90

Met with team members virtually to discuss ideas on moving forward with the following items:

* Discussions:
	+ Misc. (Linda)
	+ CF Analytics (Linda, Michal)
	+ Potential promotional partner (Linda, and guest)

77 hours x $30 = $2310

* Promoted ICCS new job opportunity for executive, through e-blast, social media posts, and posted as the top feature on the homepage
* Developed promotional plan to raise awareness of the CF Analytics and its tools
* Updated ICCS calendar of events and newsroom accordingly
* Prepared social media performance reports
* Prepared update to Board of Directors on digital activities
* Promoted ICCS offerings per editorial calendar
* Updated social media editorial calendar, scheduled, and monitored Tweets

$2400.00 + $312.00 hst = $2710.00

Total invoice: $2710.00

payable to:

11406981 CANADA INC.

Catherine Goguen

264 Berrigan Drive

Nepean, ON K2J 5C3

613-716-7077

HST # 794494674RT0001