



VISIONPOINTSM

March 16, 2020

Dear Valued Clients,

We want to share information about the steps we've taken to minimize any potential impact to our clients as a result of the Coronavirus (COVID-19) situation and maximize our efforts to keep our team and clients safe.

This event, first and foremost, has all of us focused on the safety and health of our families, friends, and clients. We are closely monitoring the rapidly changing data and facts associated with COVID-19 and the impact it is having both locally and around the world. As such, we are implementing a work from home protocol for our employees that are able to do so. Our people will have secure access to the same data as they have in their offices and their office phones will be at their home, so the phone numbers will not change. Further, as permitted and appropriate, we will have skeleton crews in our offices supporting operations.

Please rest assured that we remain 100% open for business, serving you and will make ourselves available to serve.

As we shared a few weeks ago, we have a Business Continuity Plan in place to minimize any possible disruption to our firm and our ability to service our clients. We are prepared to continue the high level of service you expect from us.

We love seeing all of you in the office, however, please understand that under the current circumstances, you would prefer to have any upcoming appointments conducted over the phone or via video conference instead. Please reach out to your advisor to schedule these calls or Zoom meetings as well as how we can best serve you during this time.

If you have any questions or concerns, please do not hesitate to reach out to your advisor.

We wish everyone good health as we all work to get through this challenging time. We are here for you, executing our purpose of *"Impacting the Success of Those We Serve"*.

Sincerely,

Jim Mars
CEO

Brian Wing
President & CFO

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