

## **EXHIBIT AI**

**To:** Padilla, Portia[PPadilla@nrahq.org]  
**From:** Rowling, Sonya  
**Sent:** 2018-04-16T21:02:09Z  
**Importance:** Normal  
**Subject:** Re: Payment of Invoices and Expense Reimbursements with Incomplete Support  
**Received:** 2018-04-16T21:02:10Z

Thank you. I've received this twice now so maybe the original finally went?

----- Original message -----

From: "Padilla, Portia" <PPadilla@nrahq.org>  
Date: 4/16/18 5:00 PM (GMT-05:00)  
To: "Rowling, Sonya" <SRowling@nrahq.org>  
Subject: Payment of Invoices and Expense Reimbursements with Incomplete Support

Sonya,

This email formalizes our verbal conversation on 4/13 regarding submission of Carry Guard invoices/expense reimbursements and the payment thereof.

On April 11, FSD received five invoices/expense reimbursements from Carry Guard instructors. After reviewing them, I noted that four of the five did not have complete supporting documents to satisfy NRA's payment guidelines and travel policy. They were missing some itemized receipts, business purpose, names of attendees, and map printout documenting mileage. One of them was labelled "group drinks."

On April 12, I emailed Allison Bussell to notify her of the incomplete submission. I let her know that payment will be processed for these four once we receive the missing supporting documentation. Email is attached.

On April 13, Lisa Supernaugh called me to ask what was wrong with the Carry Guard invoices/expense reimbursements that were submitted. She further said that this was how they have been submitted in the past. She asked why I was looking for itemized receipts since sometimes they could get lost. She also said that although these are not consultants like HWS Consulting and Eric Arnold who do not submit itemized receipts, these people are contractors who are instructors for the NRA's Carry Guard program.

I replied by saying that I was looking for the missing supporting documentation because I was just doing my job. I reminded her that I already called her attention to these missing support when the first round of Carry Guard invoices/expense reports were submitted in August 2017. I reminded her that she told me that she was going to remind the instructors to submit complete documentation. She instructed me to pay them and that we would receive complete paperwork going forward. As far as HWS Consulting and Eric Arnold, I also reminded her that we have called her attention to missing receipts several times in the past years. I reminded her that according to her, Woody Phillips said to go ahead and pay according to the paperwork that was submitted and that the consultants were allowed to retain the actual receipts. She then told me that she was going to let either Eric Frohardt or Jeff Houston remind the instructors to submit all itemized receipts. She instructed me to pay the four invoice/expense reimbursements in spite of missing documentation. She further said, "If Josh (Powell) hears about the Carry Guard instructors not getting paid, he's going to throw a fit."

I perceived the last statement as an indirect threat. In an effort to not escalate things, I did not ask her what she meant by "he's going to throw a fit." Am I going to lose my job because I asked for missing receipts, which is part of what I am expected to do as an A/P Manager? Am I supposed to just

pay all these invoices and expense reimbursements without reviewing them and requesting for required documentation because I am going to be overridden anyway?

As you know, this is not an isolated incident. I have come to you in the past to keep you apprised of situations like this. It seems that when I raise inconvenient or controversial questions, I am likely to hear answers like, "Woody said to pay this as submitted," or "Josh will throw a fit," or "We don't want this to reach Wayne, or "Joe said to pay this." Am I supposed to contact these executives to ask them if they really said that or if they will really throw a fit because I am doing my job no matter how uncomfortable it may be at times? It feels that with every turn, we have to request for missing documentation and we are made to feel like we are asking for more than what is required. Actions and directives like these from upper management impair me and my team from doing our job correctly and completely.

The preceding paragraphs put on record that my team and I have done what is required of us as far as requesting for necessary support to warrant payment. Further, we will not be held liable or under reprisal if any payments were made even if they were not supposed to because somebody from upper management directed us to do so.

Thank you.

Sincerely,  
Portia

*Portia Padilla*  
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