



March 22, 2020

We are all aware of the impact that COVID-19 has had on our daily lives. First and foremost, we hope that you and your family are healthy.

Starting at 12:01 am on Tuesday, March 24, our office will be closed due to the “Stay at Home” order issued by Johnson County, Kansas, where our office resides. Due to the “Stay at Home” order, we will not be conducting any in person client meetings until the order is lifted.

For weeks we have been preparing to deal with any contingencies and had already put measures in place to allow for advisers and staff members in our office to work from home with access to all of our internal management systems. All staff members have access to client files, client service platforms like Fidelity, trading access, emails and our virtual office phone system for incoming calls to service your needs. While we will not be able to conduct in person meetings, all team members are available to assist you.

If you need to reach any team members, feel free to either email or call your adviser or our main office number. All calls will be routed to the appropriate extension. For all incoming calls, if you are unable to reach one of our team members, please leave a message and one of us will promptly return your call. These temporary modifications to our business practice allow us to fully serve our clients’ needs.

During this time, our Firm and Advisors have been working hard to keep you informed and provide you with the advice you need to evaluate your personal financial position. Our financial professionals are available for you and we expect them to continue to serve your needs.

We know that during times of extreme stress it can be very difficult to stay focused on long-term life objectives. It is for times like these that you ask us to help you and given the steps outlined above, we are confident in our ability to serve our clients and proactively provide them with quality and timely information.

We appreciate the trust you bestowed upon us and the relationships we have with each client. We encourage everyone to follow the CDC guidelines to protect yourselves, your loved ones and the community.

Matthew Queen  
Chief Compliance Officer