



DANA | Investment Advisors

March 17, 2020

Dana Clients and Friends,

We are sure this is not the first or last communication you will receive regarding the coronavirus pandemic. The markets are in a heightened state of uncertainty at this time and we are sure that has led to an increased number of communications from partners and clients. With all the uncertainties, we wanted to communicate Dana's steps for handling these times.

The safety of our clients and employees are our highest priorities. As of last Friday, we implemented our operational remote and distancing plan for all employees while limiting travel for others and office visitors. We are asking that our employees work from home and will have limited staff in the office during this time to ensure proper safeguards are in place. Under normal business conditions, our employees are highly dispersed, working in ten different locations around the country. We are well prepared for a larger portion of our team to utilize this approach today. Our plan has us well positioned to conduct business and service clients as if we were in the office. These plans are temporary and we will continue to assess them on a weekly basis.

Our investment teams are diligently evaluating our strategy holdings. They are monitoring the overall situation and will make portfolio adjustments with a longer-term view in mind. The old adage of taking the longer-term view is warranted at this time, but we know some clients may not have the stomach for that advice right now. We are here as a resource for you and your business. Our goal is to provide the best client service and help you navigate these difficult markets.

We've always maintained that predicting market movements is not easy. Many of the measures put in effect by national, state and local governments will impact the economy significantly in the short-term with suppressed demand. However, we see well capitalized companies being impacted in these sell-offs and see great opportunities for the long-term. We know these times are difficult, but we encourage you to remain committed to your financial plans that were made during more rational times. Please reach out at any time if we can help and most of all be safe.

Sincerely,

A handwritten signature in black ink that reads "Mark R. Mirsberger". The signature is written in a cursive, flowing style.

Mark R. Mirsberger, CPA
Chief Executive Officer