

Message

From: Foster, Annie [Annie.Foster@heritage.org]
Sent: 7/23/2020 2:25:27 PM
To: Dickerson, Aaron [dickerson.aaron@epa.gov]; Molina, Michael [molina.michael@epa.gov]
Subject: FW: Invitation to Administrator Wheeler

Hi Aaron and Michael – I received Alana's out of office reply so I am forwarding my email to both of you. Are you able to assist while she is out?

Annie Foster
Event Planner
The Heritage Foundation
214 Massachusetts Avenue, NE
Washington, DC 20002
202-608-1510
heritage.org

From: Foster, Annie
Sent: Thursday, July 23, 2020 10:24 AM
To: Hyman, Alana <Hyman.Alana@epa.gov>
Cc: Yarbrough, John (Daniel) <Yarbrough.Daniel@epa.gov>; Scott, Corey <scott.corey@epa.gov>
Subject: RE: Invitation to Administrator Wheeler

Hi Alana,

I hope you're having a great week! Just wanted to touch base to see if you have reviewed and gotten approval on the invitation? We prefer at least a week to promote an event to ensure we have enough time to get folks registered so it would be great if we could open registration today.

Thank you!
Annie

From: Foster, Annie
Sent: Tuesday, July 21, 2020 11:01 AM
To: Hyman, Alana <Hyman.Alana@epa.gov>
Subject: RE: Invitation to Administrator Wheeler

Hi Alana – hope you had a great weekend! Just touching base to ensure you received all of the documents on Friday?

From: Foster, Annie
Sent: Friday, July 17, 2020 6:25 PM
To: Hyman, Alana <Hyman.Alana@epa.gov>
Cc: Yarbrough, John (Daniel) <Yarbrough.Daniel@epa.gov>; Scott, Corey <scott.corey@epa.gov>; Howell, Mike <Mike.Howell@heritage.org>; Holub, Meghan <Meghan.Holub@heritage.org>; Ryan, Janine <Janine.Ryan@heritage.org>; Howell, Mike <Mike.Howell@heritage.org>; Bakst, Daren <Daren.Bakst@heritage.org>
Subject: RE: Invitation to Administrator Wheeler

Hi Alana,

Thank you for taking the time to do a test call this morning. Attached are a few things for your team's review.

- Run of show timeline
- A PDF copy of the invitation
- Dr. Holmes' biography
- 3 Screenshots of the heritage.org landing page – unfortunately, we are not able to share a link before publishing it as live but hopefully this gives you a sense of what it will look like

We will wait for your approval on the invitation and web page before we go live and begin to promote the event. Can you pass along Administrator Wheeler's preferred headshot photo so we can include it in promotion? Also, we will set up the event and GoToWebinar will email you all directly with the link and details. Who all should receive that link? If Administrator Wheeler will be connecting from Corey's computer then we will make sure Corey receives it.

Per your request, I have included a few initial questions we will ask at the beginning of the fireside chat before jumping to attendee questions. Please let us know if you have any edits or if there are additional questions you'd like for us to include. Our team will monitor attendee questions and choose the most appropriate ones to ask Administrator Wheeler.

- What are some of the biggest EPA accomplishments during the Trump Administration that you don't think get enough attention?
- One of the big themes in your rulemakings seems to be a respect for the state role in environmental protection. Do you agree and could you provide some examples of how the EPA has promoted cooperative federalism?

Thank you for all of your help. We are looking forward to the event. Have a wonderful weekend!
Annie

From: Foster, Annie
Sent: Wednesday, July 15, 2020 3:14 PM
To: Hyman, Alana <Hyman.Alana@epa.gov>
Cc: Yarbrough, John (Daniel) <Yarbrough.Daniel@epa.gov>; Scott, Corey <scott.corey@epa.gov>; Howell, Mike <Mike.Howell@heritage.org>; Holub, Meghan <Meghan.Holub@heritage.org>
Subject: RE: Invitation to Administrator Wheeler

Great. Thank you!

From: Hyman, Alana <Hyman.Alana@epa.gov>
Sent: Wednesday, July 15, 2020 3:13 PM
To: Foster, Annie <Annie.Foster@heritage.org>
Cc: Yarbrough, John (Daniel) <Yarbrough.Daniel@epa.gov>; Scott, Corey <scott.corey@epa.gov>
Subject: RE: Invitation to Administrator Wheeler

Also joining us on the call will be Daniel Yarbrough and Corey Scott. My direct dial at work is (202) 564-2410; Cell (202) 763-5616.

Alana Hyman
Executive Assistant
U.S. Environmental Protection Agency
Office of the Administrator

(Direct) 202/564-2410
(Cell) 202/763-5616
hyman.alana@epa.gov

From: Foster, Annie <Annie.Foster@heritage.org>
Sent: Wednesday, July 15, 2020 3:07 PM
To: Hyman, Alana <Hyman.Alana@epa.gov>; Howell, Mike <Mike.Howell@heritage.org>
Cc: Yarbrough, John (Daniel) <Yarbrough.Daniel@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>; Ryan, Janine <Janine.Ryan@heritage.org>; Bakst, Daren <Daren.Bakst@heritage.org>; Molina, Michael <molina.michael@epa.gov>; Hewitt, James <hewitt.james@epa.gov>
Subject: RE: Invitation to Administrator Wheeler

Hi Alana,

Sounds great. My number is Ex. 6 Personal Can you send me yours? We will send out a calendar invitation shortly.

Talk to you then!
Annie

Annie Foster
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From: Hyman, Alana <Hyman.Alana@epa.gov>
Sent: Wednesday, July 15, 2020 3:06 PM
To: Foster, Annie <Annie.Foster@heritage.org>; Howell, Mike <Mike.Howell@heritage.org>
Cc: Yarbrough, John (Daniel) <Yarbrough.Daniel@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>; Ryan, Janine <Janine.Ryan@heritage.org>; Bakst, Daren <Daren.Bakst@heritage.org>; Molina, Michael <molina.michael@epa.gov>; Hewitt, James <hewitt.james@epa.gov>
Subject: RE: Invitation to Administrator Wheeler

Hi Annie,
Thank you so much. Let's plan for 9am on Friday, July 17th. What would be the best number to reach you?

Thank you and look forward to working with you.

Alana

Alana Hyman
Executive Assistant/Scheduler to the Administrator
Office of the Administrator
U.S. Environmental Protection Agency

From: Foster, Annie <Annie.Foster@heritage.org>
Sent: Wednesday, July 15, 2020 12:43 PM
To: Hyman, Alana <Hyman.Alana@epa.gov>; Howell, Mike <Mike.Howell@heritage.org>
Cc: Yarbrough, John (Daniel) <Yarbrough.Daniel@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>; Ryan, Janine

<Janine.Ryan@heritage.org>; Bakst, Daren <Daren.Bakst@heritage.org>; Molina, Michael <molina.michael@epa.gov>; Hewitt, James <hewitt.james@epa.gov>

Subject: RE: Invitation to Administrator Wheeler

Hi Alana,

I hope you are well! I am an event planner at Heritage and will be supporting Mike on this event. We'd be happy to set up a time to do a GoToWebinar test with you all. We can also use that time to talk through logistics and program details. Below is our availability. Please let me know what works best for you all and we will get it scheduled.

- Friday, July 17 – 9:00 a.m. – 11:30 a.m.
- Monday, July 20 – 9:00 a.m. – 2:30 p.m., 3:00 – 5:00 p.m.
- Tuesday, July 21 – 9:00 a.m. – 11:30 a.m., 1:30 p.m. – 5:00 p.m.
- Wednesday, July 22 – 9:00 a.m. – 10:30 a.m., 1:00 p.m. – 5:00 p.m.

Looking forward to connecting soon!

Kind regards,
Annie

Annie Foster
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From: Hyman, Alana <Hyman.Alana@epa.gov>

Sent: Wednesday, July 15, 2020 12:31 PM

To: Howell, Mike <Mike.Howell@heritage.org>

Cc: Yarbrough, John (Daniel) <Yarbrough.Daniel@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>; Ryan, Janine <Janine.Ryan@heritage.org>; Foster, Annie <Annie.Foster@heritage.org>; Bakst, Daren <Daren.Bakst@heritage.org>; Molina, Michael <molina.michael@epa.gov>; Hewitt, James <hewitt.james@epa.gov>

Subject: RE: Invitation to Administrator Wheeler

Good afternoon Mike,

Thank you for your email. Is there a way for us to do a test of the GoTo Webinar system? We have never used it here at the EPA, we have only used Microsoft Teams and Skype.

Thank you,

Alana

Alana Hyman

Executive Assistant/Scheduler to the Administrator
Office of the Administrator
U.S. Environmental Protection Agency

From: Howell, Mike <Mike.Howell@heritage.org>
Sent: Tuesday, July 14, 2020 11:49 AM
To: Hyman, Alana <Hyman.Alana@epa.gov>
Cc: Yarbrough, John (Daniel) <Yarbrough.Daniel@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>; Ryan, Janine <Janine.Ryan@heritage.org>; Foster, Annie <Annie.Foster@heritage.org>; Bakst, Daren <Daren.Bakst@heritage.org>; Molina, Michael <molina.michael@epa.gov>; Hewitt, James <hewitt.james@epa.gov>
Subject: RE: Invitation to Administrator Wheeler

Hello Alana- Hope all has been well. We are ready to start promoting the event, so just wanted to touch base with you all and confirm that we are still all set for July 29 at 10AM and on GoTo Webinar. We can send over the description and mock invite we are planning on sending out when we have it ready, but just wanted to make sure we are still all a go. Thank you!

Mike Howell
Senior Advisor, Executive Branch Relations
The Heritage Foundation
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From: Howell, Mike <Mike.Howell@heritage.org>
Sent: Thursday, July 2, 2020 12:08 PM
To: Hyman, Alana <Hyman.Alana@epa.gov>
Cc: Yarbrough, John (Daniel) <Yarbrough.Daniel@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>; Ryan, Janine <Janine.Ryan@heritage.org>; Foster, Annie <Annie.Foster@heritage.org>; Bakst, Daren <Daren.Bakst@heritage.org>; Molina, Michael <molina.michael@epa.gov>; Hewitt, James <hewitt.james@epa.gov>
Subject: Re: Invitation to Administrator Wheeler

We've been using GoTo Webinar so if that works for y'all then that is what we'd go with. I'll let Janine jump in if we're switching it up now for some reason.

And it would be video. We'd have his cam on and all the viewers off.

From: Hyman, Alana <Hyman.Alana@epa.gov>
Sent: Thursday, July 2, 2020 12:02:26 PM
To: Howell, Mike <Mike.Howell@heritage.org>
Cc: Yarbrough, John (Daniel) <Yarbrough.Daniel@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>; Ryan, Janine <Janine.Ryan@heritage.org>; Foster, Annie <Annie.Foster@heritage.org>; Bakst, Daren <Daren.Bakst@heritage.org>; Molina, Michael <molina.michael@epa.gov>; Hewitt, James <hewitt.james@epa.gov>
Subject: RE: Invitation to Administrator Wheeler

Trail alive, thank you. What platform would be used for your public Webinar? Do you expect to have Administrator seen by video or just audio would be used?

Alana Hyman
Executive Assistant/Scheduler to the Administrator
Office of the Administrator
U.S. Environmental Protection Agency

From: Howell, Mike <Mike.Howell@heritage.org>
Sent: Thursday, July 2, 2020 11:59 AM
To: Hyman, Alana <Hyman.Alana@epa.gov>
Cc: Yarbrough, John (Daniel) <Yarbrough.Daniel@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>; Ryan, Janine <Janine.Ryan@heritage.org>; Foster, Annie <Annie.Foster@heritage.org>; Bakst, Daren <Daren.Bakst@heritage.org>; Molina, Michael <molina.michael@epa.gov>
Subject: Re: Invitation to Administrator Wheeler

Hello Alana- just wanted to keep the trail alive and see if someone was still planning on finalizing logistics with us. Appreciate it and hope you all have a fun and patriotic Independence Day!

Mike Howell
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From: Hyman, Alana <Hyman.Alana@epa.gov>
Sent: Friday, June 26, 2020 4:22:50 PM
To: Howell, Mike <Mike.Howell@heritage.org>
Cc: Yarbrough, John (Daniel) <Yarbrough.Daniel@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>; Ryan, Janine <Janine.Ryan@heritage.org>; Foster, Annie <Annie.Foster@heritage.org>; Bakst, Daren <Daren.Bakst@heritage.org>; Molina, Michael <molina.michael@epa.gov>
Subject: RE: Invitation to Administrator Wheeler

Wonderful, I have noted July 29, at 10:00am for Administrator Wheeler to participate in The Heritage Foundation's Public Webinar. Someone from our office will be in touch next week to start discussion of the logistics, line by lines, technology etc.

Alana Hyman

Alana Hyman
Executive Assistant/Scheduler to the Administrator
Office of the Administrator
U.S. Environmental Protection Agency

From: Howell, Mike <Mike.Howell@heritage.org>
Sent: Friday, June 26, 2020 4:13 PM
To: Hyman, Alana <Hyman.Alana@epa.gov>
Cc: Yarbrough, John (Daniel) <Yarbrough.Daniel@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>; Ryan, Janine <Janine.Ryan@heritage.org>; Foster, Annie <Annie.Foster@heritage.org>; Bakst, Daren <Daren.Bakst@heritage.org>
Subject: Re: Invitation to Administrator Wheeler

Hello Alana- July 29 at 10am works on our end. Thank you! This will be great.

Mike Howell
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From: Hyman, Alana <Hyman.Alana@epa.gov>
Sent: Thursday, June 25, 2020 6:22 PM
To: Howell, Mike
Cc: Yarbrough, John (Daniel); Dickerson, Aaron; Ryan, Janine; Foster, Annie; Bakst, Daren
Subject: RE: Invitation to Administrator Wheeler

Would Wednesday, July 29 at 10:00 am work or Maybe Friday, July 31 at 10 am?

Alana Hyman
Executive Assistant/Scheduler to the Administrator
Office of the Administrator
U.S. Environmental Protection Agency

From: Howell, Mike <Mike.Howell@heritage.org>
Sent: Wednesday, June 17, 2020 3:49 PM
To: Hyman, Alana <Hyman.Alana@epa.gov>
Cc: Yarbrough, John (Daniel) <Yarbrough.Daniel@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>; Ryan, Janine <Janine.Ryan@heritage.org>; Foster, Annie <Annie.Foster@heritage.org>; Bakst, Daren <Daren.Bakst@heritage.org>
Subject: Re: Invitation to Administrator Wheeler

Good afternoon Alana- just wanted to follow up and see if there are any dates you think will work for the Administrator. Thanks and look forward to a great event!

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Mike Howell
Senior Advisor, Executive Branch Relations
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From: Howell, Mike
Sent: Wednesday, June 10, 2020 6:53:47 PM
To: Hyman, Alana <Hyman.Alana@epa.gov>
Cc: Yarbrough, John (Daniel) <Yarbrough.Daniel@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>; Ryan, Janine <Janine.Ryan@heritage.org>; Foster, Annie <Annie.Foster@heritage.org>; Bakst, Daren <Daren.Bakst@heritage.org>
Subject: RE: Invitation to Administrator Wheeler

Alana-

I've attached the filled out sheet. I'm also cc'ing our terrific events team who can help with the nuts and bolts.

As for date, we defer to the Administrator's schedule. If you have a couple options then we can make sure that there is no conflict on our end.

Have a good night!

From: Howell, Mike
Sent: Tuesday, June 9, 2020 10:57 AM
To: Hyman, Alana <Hyman.Alana@epa.gov>
Cc: Yarbrough, John (Daniel) <Yarbrough.Daniel@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Invitation to Administrator Wheeler

Hello Alana- Thank you for sending. We're filling out now.

From: Hyman, Alana <Hyman.Alana@epa.gov>
Sent: Monday, June 8, 2020 1:28 PM
To: Howell, Mike <Mike.Howell@heritage.org>
Cc: Yarbrough, John (Daniel) <Yarbrough.Daniel@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: Invitation to Administrator Wheeler

Good afternoon Mike,

Thank you for your request on behalf of the Heritage Foundation. If you would please fill out the attached form and return to us at your earliest convenience? This form will assist in a lot for the logistical questions back and forth.

Thank you and we look forward to hearing from you soon.

Alana Hyman

Alana Hyman
Office of the Administrator
U.S. Environmental Protection Agency
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