

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

**From:** Phelleps, Moya [<mailto:MPhelleps@nma.org>]

**Sent:** Friday, March 31, 2017 1:33 PM

**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>

**Subject:** RE: Administrator Pruitt Visit

Sydney:

Thank you to both you and Millan for working so hard to get this to work! Does this work for your schedule:

1-2 p.m. lunch – Speak at the lunch

After lunch – meet with Executive Committee

Millan:

I assume you will need two rooms on Sunday night for you and an agent from the security team. Do you want to make the reservations or are you o.k. with us making the reservations and letting the hotel know that payment information will be provided at check-in. I am not sure how long you will be at the hotel but do you need a meeting room or space for the Administrator to use?

I am sure there will be additional details and look forward to working with you. Please do not hesitate to contact me at any time.

Moya



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Moya Phelleps  
Senior Vice President, Member Services  
National Mining Association  
101 Constitution Ave. NW, Suite 500 East  
Washington, D.C. 20001  
Phone: (202) 463-2600  
Direct: (202) 463-2639  
[mpheleps@nma.org](mailto:mpheleps@nma.org)

**From:** Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]  
**Sent:** Friday, March 31, 2017 1:07 PM  
**To:** Phelleps, Moya <[MPhelleps@nma.org](mailto:MPhelleps@nma.org)>; Hupp, Millan <[hupp.millan@epa.gov](mailto:hupp.millan@epa.gov)>  
**Subject:** RE: Administrator Pruitt Visit

Thank you Moya! It will be wonderful to see the Crafts. So, good news-- we were able to get the flight we wanted. We will land at Ft. Myer at 12:35PM and the security detail will be there ready to transport him, which puts us back to the original request of doing things in the early afternoon. Being much more familiar than we are, does that arrival time help in the planning process, I hope? My apologies for it taking a while to work out on our end.

Thank you!

Sydney Hupp

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