

To: Hupp, Sydney[hupp.sydney@epa.gov]
Cc: Woodward, Cheryl[Woodward.Cheryl@epa.gov]
From: Diane Troutman
Sent: Wed 5/10/2017 1:58:04 PM
Subject: Re: Meeting April 26th

Good morning Sydney,

I was just following up on the request Mr. O'Bannon had to get an appointment with Byron Brown to invite him to speak at a Policy Seminar sponsored by OPM. Our last email indicated you were going to forward the request to Mr. Brown's office about getting a meeting set up. As I have not heard anything, could you please provide contact information so I can seek a meeting date?

Also, Mr. O'Bannon asked me to set up a lunch appointment with the Administrator for himself and Steven Milloy, who I understand worked on the transition team.

Thank you in advance for your assistance.

Best,
Diane

*Diane Troutman
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On Mon, Apr 17, 2017 at 10:25 AM, Hupp, Sydney <hupp.sydney@epa.gov> wrote:

Good morning!

Arrival instructions are below. Would you please let me know a final list of attendees as well? I will forward your note to Byron's office about getting a meeting set up.

Thanks!

Directions: If you come by Metro, the Federal Triangle metro stop is directly below the building entrances. You would leave the metro station and go up all three sets of escalators and then do a small U-Turn to the right heading toward 12th street, the North Lobby entrance is directly and immediately to your left (Glass Doors -EPA Signified on Glass).

If you are coming by taxi/vehicle, you want to be dropped off on 12th NW, between Constitution Ave and Pennsylvania Ave. It is almost exactly half way between the two avenues on 12th street and the Federal Triangle Metro sign can be used as a landmark. From 12th Street, facing the building with the EPA and American flags, walk toward the building (under the flags) and take the glass door on your left hand side with the escalators going down to the metro on your left. This again will be the South Lobby of the William Jefferson Clinton building.

Once inside the building, security will prompt you to scan all items such as bags, coats etc., and then let the guards know that you were instructed to call Cheryl Woodward at 564-1274 or Michelle Hale at 564-1430 to escort you to the meeting with the Administrator. Security will make temporary cards for everyone. Allow for 15 minutes to get through the process.

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

From: Diane Troutman [mailto:dltroutman@819eagle.com]
Sent: Monday, April 17, 2017 10:02 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: Meeting April 26th

Good morning Sydney,

Is there any particular instructions I should provide to the attendees for the GM meeting next week on April 26th at 10 am.

On another note, Michael O'Bannon asked me to set up a meeting with Byron Brown, Deputy Chief of Staff for Policy. He would like to invite him to speak at a Policy Seminar, sponsored by OPM. I believe the seminar will be held in the beginning of July with approximately 33 students. Michael would like Mr. Brown's presentation to be on Policy

Development in the Federal Government. All this to ask, if you could provide a contact number for the person I should speak with to set up the meeting.

Thank you,

Diane

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