

To: Hupp, Sydney[hupp.sydney@epa.gov]; Woodward, Cheryl[Woodward.Cheryl@epa.gov]
From: Hack, Brooke Haywood
Sent: Tue 5/2/2017 10:39:36 PM
Subject: RE: Reconfirming AF&PA Meeting at EPA on Thursday, May 4 at 1:00 PM

Hi Sydney & Cheryl,

Of course – we can make 1:30 PM work on our end for our group; thanks for the heads up. If you can just let us know about the North/South Lobby logistical point tomorrow, that would be terrific.

But yes – we can go ahead and confirm 1:30 PM on Thursday; our group will be there!

Many thanks,
Brooke

Brooke Haywood Hack

Executive Assistant, Office of the President

Brooke_Hack@afandpa.org

(202) 463-5169

AMERICAN FOREST & PAPER ASSOCIATION

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]
Sent: Tuesday, May 2, 2017 6:22 PM
To: Hack, Brooke Haywood <Brooke_Hack@afandpa.org>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: RE: Reconfirming AF&PA Meeting at EPA on Thursday, May 4 at 1:00 PM

Hi, I will let Cheryl answer your logistical questions but am wondering if we might be able to push the meeting to 1:30PM?

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Hack, Brooke Haywood [mailto:Brooke_Hack@afandpa.org]

Sent: Tuesday, May 2, 2017 1:51 PM

To: Woodward, Cheryl <Woodward.Cheryl@epa.gov>

Cc: Hupp, Sydney <hupp.sydney@epa.gov>

Subject: Reconfirming AF&PA Meeting at EPA on Thursday, May 4 at 1:00 PM

Dear Cheryl,

I am writing to reconfirm our group's meeting at EPA this Thursday, May 4 at 1:00 PM.

Just to clarify – as I have hired a car service for our group – in your instructions below, the South Lobby is mentioned in bold in the directions; is it the North Lobby or the South Lobby where they should enter? Some of our folks were confused when I stipulated the South Lobby, as they have had meetings there earlier this week, and they used the North Lobby – so they asked me to verify.

● I currently have the instructions/directions for the group as: EPA, 1200 Pennsylvania Avenue, NW, William Jefferson Clinton Building, South Lobby / Tell Security that our group was instructed to call Cheryl Woodward at 202-564-1271 or Michelle Hale at 202-564-1430 to escort our group to the meeting

● And for the car service/driver as: EPA address is 1200 Pennsylvania Avenue, NW. If you are coming by taxi/vehicle, you want to be dropped off on 12th NW, which is between 12th and Constitution Avenues.

Please let me know if both sets of directions/instructions are correct.

Our group is looking forward to the meeting on Thursday afternoon.

Many thanks, Brooke

Brooke Haywood Hack

Executive Assistant, Office of the President

Brooke_Hack@afandpa.org

(202) 463-5169

AMERICAN FOREST & PAPER ASSOCIATION

From: Woodward, Cheryl [<mailto:Woodward.Cheryl@epa.gov>]

Sent: Monday, April 24, 2017 2:37 PM

To: Hack, Brooke Haywood <Brooke_Hack@afandpa.org>

Cc: Hupp, Sydney <hupp.sydney@epa.gov>

Subject: FW: AF&PA May 4th meeting at 1:00 PM

My name is Cheryl Woodward and I will assist you in the logistics for your meeting at EPA on Thursday, May 4th at 1 pm. The instructions/directions to EPA is below and if you have any questions please contact me. Look forward to seeing you all.

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).

EPA address is 1200 Pennsylvania Avenue, NW. If you are coming by taxi/vehicle, you want to be dropped off on 12th NW, which is between 12th and Constitution Avenues. 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.

From: Hupp, Sydney
Sent: Monday, April 24, 2017 2:19 PM
To: Hack, Brooke Haywood <Brooke_Hack@afandpa.org>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: RE: AF&PA May 4th meeting at 1:00 PM

Looping in our logistics queen, Cheryl. Thanks!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Monday, April 24, 2017 9:16 AM
To: Hack, Brooke Haywood <Brooke_Hack@afandpa.org>
Subject: RE: AF&PA May 4th meeting at 1:00 PM

Thank you!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

From: Hack, Brooke Haywood [mailto:Brooke_Hack@afandpa.org]
Sent: Friday, April 21, 2017 3:38 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: AF&PA May 4th meeting at 1:00 PM

That's what I figured, Sydney – but I just wanted to confirm 100% to be perfectly clear on timing.

Thanks so much, and have a splendid weekend!

Best, Brooke

Brooke Haywood Hack

Executive Assistant, Office of the President

Brooke_Hack@afandpa.org

(202) 463-5169

AMERICAN FOREST & PAPER ASSOCIATION

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Friday, April 21, 2017 1:58 PM
To: Hack, Brooke Haywood <Brooke_Hack@afandpa.org>
Subject: RE: AF&PA May 4th meeting at 1:00 PM

30 minutes!

Thanks!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

From: Hack, Brooke Haywood [mailto:Brooke_Hack@afandpa.org]

Sent: Thursday, April 20, 2017 4:39 PM

To: Hupp, Sydney <hupp.sydney@epa.gov>

Subject: RE: AF&PA May 4th meeting at 1:00 PM

Sydney, at your convenience, will you please confirm how much time AF&PA will be allotted for this meeting?

Many thanks,
Brooke

Brooke Haywood Hack

Executive Assistant, Office of the President

Brooke_Hack@afandpa.org

(202) 463-5169

AMERICAN FOREST & PAPER ASSOCIATION

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]

Sent: Thursday, April 20, 2017 10:08 AM

To: Hack, Brooke Haywood <Brooke_Hack@afandpa.org>; Schwartz, Jerry <Jerry_Schwartz@afandpa.org>; Dewey, Amy <Dewey.Amy@epa.gov>; Graham, Amy <graham.amy@epa.gov>

Cc: Hale, Michelle <hale.michelle@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Two AF&PA Meeting Requests

Good morning! It looks like we are good to go for this meeting. Is May 4th at 1PM a possibility for your group? We would have you meeting with Mandy and the Administrator at the same time.

Thank you!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

From: Hack, Brooke Haywood [mailto:Brooke_Hack@afandpa.org]
Sent: Tuesday, April 11, 2017 1:21 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>; Schwartz, Jerry <Jerry_Schwartz@afandpa.org>; Dewey, Amy <Dewey.Amy@epa.gov>; Graham, Amy <graham.amy@epa.gov>
Cc: Hale, Michelle <hale.michelle@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Two AF&PA Meeting Requests

Thanks so much, Sydney.

I'm here all week, and Monday as well.

All the best, Brooke

Brooke Haywood Hack

Executive Assistant, Office of the President

Brooke_Hack@afandpa.org

(202) 463-5169

AMERICAN FOREST & PAPER ASSOCIATION

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Tuesday, April 11, 2017 12:51 PM
To: Hack, Brooke Haywood <Brooke_Hack@afandpa.org>; Schwartz, Jerry <Jerry_Schwartz@afandpa.org>; Dewey, Amy <Dewey.Amy@epa.gov>; Graham, Amy <graham.amy@epa.gov>
Cc: Hale, Michelle <hale.michelle@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Two AF&PA Meeting Requests

Thank you both! Will discuss with the scheduling team and get back with Brooke ASAP.

Thanks!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

From: Hack, Brooke Haywood [mailto:Brooke_Hack@afandpa.org]
Sent: Monday, April 10, 2017 5:39 PM
To: Schwartz, Jerry <Jerry_Schwartz@afandpa.org>; Hupp, Sydney <hupp.sydney@epa.gov>; Dewey, Amy <Dewey.Amy@epa.gov>; Graham, Amy <graham.amy@epa.gov>
Cc: Hale, Michelle <hale.michelle@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Two AF&PA Meeting Requests

Thank you, Jerry.

Good afternoon Ms. Hupp – please feel free to contact me either by email or by phone

when you are ready to discuss scheduling. I look forward to hearing from you at your convenience.

All the best,

Brooke

Brooke Haywood Hack

Executive Assistant, Office of the President

Brooke_Hack@afandpa.org

(202) 463-5169

AMERICAN FOREST & PAPER ASSOCIATION

From: Schwartz, Jerry

Sent: Monday, April 10, 2017 5:34 PM

To: Hupp, Sydney <hupp.sydney@epa.gov>; Dewey, Amy <Dewey.Amy@epa.gov>; Graham, Amy <graham.amy@epa.gov>

Cc: Hale, Michelle <hale.michelle@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>; Hack, Brooke Haywood <Brooke_Hack@afandpa.org>

Subject: RE: Two AF&PA Meeting Requests

Dear Ms. Hupp,

Attached is the completed form you requested. I have copied Brooke Haywood Hack, as she is our designated point of contact for future scheduling discussions, as indicated in the form.

Thank you very much for your help scheduling this meeting. Jerry Schwartz

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]