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From: Hupp, Millan [<mailto:hupp.millan@epa.gov>]

Sent: Friday, March 31, 2017 2:35 PM

To: Hupp, Sydney <hupp.sydney@epa.gov>; Phelleps, Moya <MPhelleps@nma.org>

Subject: RE: Administrator Pruitt Visit

Moya – I'm so glad we could get this worked out!

I think that a 1:30 or 1:45 speech then meet with the Executive Committee might be a little better. If he gets in a 12:35 and it is a 30 minute drive, that would put him there just after one and I would want to add a little bit of buffer time in there as well.

On the hotel rooms, I am going to do an email intro for you to our travel coordinator. She will want to be the one to work with you to arrange the accommodations.

Thank you!

From: Hupp, Sydney

Sent: Friday, March 31, 2017 1:42 PM

To: Phelleps, Moya <MPhelleps@nma.org>

Cc: Hupp, Millan <hupp.millan@epa.gov>

Subject: RE: Administrator Pruitt Visit

Love the schedule! Millan can weigh in on the other questions!

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>

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:

Personal Security Detail/Ex. 6/Ex. 7C/Ex. 7E/Ex. 7F

Personal Security Detail/Ex. 6/Ex. 7C/Ex. 7E/Ex. 7F

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