

**To:** Hupp, Sydney[hupp.sydney@epa.gov]  
**Cc:** Dickerson, Aaron[dickerson.aaron@epa.gov]; Morris, Madeline[morris.madeline@epa.gov]  
**From:** Rashid G. Hallaway  
**Sent:** Tue 6/20/2017 5:57:22 PM  
**Subject:** Re: ACCCE

Hi Maddy,

Just wanted to make sure you saw my note about the ACCCE board meeting. We can definitely move things around to accommodate the Administrator's schedule. Does 10am work for you? Thanks for your help.

Rashid

> On Jun 19, 2017, at 12:39 PM, Hupp, Sydney <hupp.sydney@epa.gov> wrote:

>

> Hey Rashid,

>

> I was actually in the middle of an email to you when your name popped up. Crazy. Yes! We are hoping to get it added to the schedule. The only issue is that we have a meeting from 11-3 at the White House on the 29th. Is there any way to work around that?

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> Additionally please allow me to virtually introduce you to Maddy. Tomorrow is my last day with the EPA and she is going to be taking over for me as scheduler.

>

> Thank you!

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> \_\_\_\_\_  
> Sydney Hupp

> Executive Scheduler

> Office of the Administrator

> 202.816.1659 (c)

>

> -----Original Message-----

> From: Rashid G. Hallaway [mailto:rhalloway@hhqventures.com]

> Sent: Monday, June 19, 2017 12:34 PM

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

> Subject: ACCCE

>

> Hi Sydney,

>

> Just wanted to circle back with you about the speaking request for ACCCE's board meeting. Is the Administrator able to attend?

>

> RH

>

>

> Sent from my iPad

**To:** Hupp, Sydney[hupp.sydney@epa.gov]; Laris, Zachary[zlaris@aap.org]  
**Cc:** Gadhia, Ami[agadhia@aap.org]  
**From:** Woodward, Cheryl  
**Sent:** Tue 3/28/2017 8:15:00 PM  
**Subject:** RE: Meeting with Administrator Scott Pruitt

My name is Cheryl Woodward, your of Point of Contact for logistics for your meeting at EPA. Below are the instructions/directions to EPA and if you have any logistic question, I will be glad to assist you. Sydney will answer your questions regarding the meeting.

**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 12<sup>th</sup> 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 12<sup>th</sup> 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:** Tuesday, March 28, 2017 3:21 PM  
**To:** Laris, Zachary <zlaris@aap.org>  
**Cc:** Gadhia, Ami <agadhia@aap.org>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>  
**Subject:** RE: Meeting with Administrator Scott Pruitt

Looping in Cheryl who will be your point of contact for logistics that day. Please send to me the topic of the meeting as well as a list of attendees.