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Cc: Ryan McNutt[rmcnutt@sigma.org]; Mark Franz[mfranz@sigma.org]
From: Liz Menz
Sent: Thur 11/2/2017 10:27:09 PM
Subject: SIGMA Conference Presentation - Wednesday, November 8, 2017
[SIGMA 2017 Administrator Pruitt.pdf](#)
[Schedule for Administrator.pdf](#)
[SIGMA Board and Guests.pdf](#)
[NATSO Board.pdf](#)
[Administrator Conversation Outline 2017 11 08.docx](#)

Hi Millan and Forrest,

This email is a bit long, so apologies in advance. I tried to get as much information in one place as possible.

First, I have attached a few things to this email (5 documents):

1. A speaker sheet for the administrator which has a room diagram and reflects many of the details that Millan and I spoke about with our producer, JoAnna, in our production call
2. A schedule of events for the Administrator
3. Two lists of attendees for the reception (titled SIGMA Board and Guests and NATSO Board)
4. The outline of the conversation with Brad Puryear for your review – please feel free to edit/craft the topics as the Administrator prefers. (it is likely longer than we have time for, but includes topics that will be brought up if time allows)

**this also includes the introduction we have mocked up for the Administrator – please edit as you see fit*

You'd asked about some bullet points on SIGMA. I've put a few here, but have also put, below my email signature, a brief "About SIGMA" for you that profiles our association and membership.

- Founded in 1958 (next year is our 60th Anniversary!)
- Approximately 260 corporate members
- Membership in both the US and Canada

- Those members control more than 50% of the petroleum retail market
- They sell approximately 80 billion gallons of motor fuel each year
- SIGMA represents the most successful, progressive, and innovative fuel marketers and chain retailers in the United States

Question for your team:

1. Brad would like to match the dress code that the Administrator prefers when he speaks – I assume the Administrator almost always appears in a jacket and tie?

Regarding the question from your ethics office, the per person dollar amount for food & beverage during the Administrator's time with SIGMA is \$6/person.

On site, I will serve as your main SIGMA contact for the meeting. Security concerns or questions can be addressed directly with the hotel contacts, as they will be much better equipped to answer your questions than I! My cell number is Personal Phone/Ex. 6 – you're welcome to call or text me as needed for the event. I will be on site in Chicago by Monday afternoon the 6th.

Forrest and I have a walkthrough scheduled for Tuesday at 1pm and will meet at Eric on the 2nd level of the hotel. We'll go through the details and can address anything on site that might come up.

If you are missing any information or have questions, please don't hesitate to reach out. Thank you so much and we're very excited about the event!

Best,
Liz.

About SIGMA

Founded in 1958 as the Society of Independent Gasoline Marketers of America (SIGMA), SIGMA has become a fixture in the motor fuel marketing industry. After nearly sixty years of leadership, SIGMA is the national trade association representing the most successful, progressive, and innovative fuel marketers and chain retailers in the United States. From the outset, the association has served to further the interests of both the branded and unbranded segment of the industry while providing information and services to members.

SIGMA's approximately 260 corporate members command more than 50 percent of the petroleum retail market, selling approximately 80 billion gallons of motor fuel each year. These member companies operate throughout the United States and Canada.

Regular membership in SIGMA is available to companies involved in motor fuel retailing or wholesaling that are not owned by a refiner. In addition, Associate membership is available to fuel supplier companies and to companies that offer financial services, fuel transport services, and fleet card services. SIGMA member companies have long been recognized, both within and outside the industry, as the most aggressive, innovative, and price competitive segment of petroleum marketers.



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