

To: Hupp, Millan[hupp.millan@epa.gov]
From: Liz Menz
Sent: Tue 10/10/2017 10:46:19 PM
Subject: Re: SIGMA Invitation - Administrator Scott Pruitt

Hi Millan,

Do you have some time in the morning? I can work around your schedule. Any time after 8am works just fine for me!

Thanks so much.

Best,

Liz.

From: Hupp, Millan <hupp.millan@epa.gov>
Sent: Tuesday, October 10, 2017 6:40 PM
To: Liz Menz; Ford, Hayley
Cc: Ryan McNutt; Cheryll Decker; Amy Rider
Subject: RE: SIGMA Invitation - Administrator Scott Pruitt

Liz,

I am so sorry to just be seeing this message. I definitely have time tomorrow to hop on the phone. When would work best for you?

Thank you so much,

Millan Hupp

Director of Scheduling and Advance

Office of the Administrator

Cell: 202.380.7561 Email: hupp.millan@epa.gov

From: Liz Menz [mailto:lmenz@sigma.org]
Sent: Monday, October 9, 2017 6:27 PM
To: Ford, Hayley <ford.hayley@epa.gov>
Cc: Hupp, Millan <hupp.millan@epa.gov>; Ryan McNutt <rmcnutt@sigma.org>; Cheryll Decker <cdecker@sigma.org>; Amy Rider <arider@sigma.org>
Subject: Re: SIGMA Invitation - Administrator Scott Pruitt

Hayley,

Thank you! We will start the plans for a 2pm reception with the Administrator on the 8th. I will go over specifics for that event with Millan.

Millan - I am very flexible this week and can work with your schedule for a phone call. Do you have time tomorrow? Even a brief one to specifically address any approvals for announcements would be appreciated - since the date is close, I know that our leadership would like to get an announcement out to our membership.

Thank you both so much and I look forward to working with you.

Best,

Liz.

Liz Menz

Director of Education, SIGMA

LMenz@sigma.org | 703.375.0483

Liz Menz

Director of Education | SIGMA

lmenz@sigma.org | 703.375.0483

Sent from my iPhone

From: Ford, Hayley <ford.hayley@epa.gov>
Sent: Monday, October 9, 2017 6:12:28 PM
To: Liz Menz
Cc: Hupp, Millan; Ryan McNutt; Cheryl Decker; Amy Rider
Subject: RE: SIGMA Invitation - Administrator Scott Pruitt

Hello Liz,

Millan Hupp, copied on this message, is our Director of Scheduling and Advance. She will be the main POC for this event. If you'd like to organize a call with her to discuss the below questions, I'm sure she'd be more than happy to do so.

Regarding the reception with the Boards from SIGMA and NATSO, we think that would be a great idea. You and Millan can discuss format on the call but we'll put on the calendar for 2PM that day.

Thank you and we look forward to it!

Hayley Ford

Deputy White House Liaison

Office of the Administrator

Environmental Protection Agency

Room: 3309C William Jefferson Clinton North

ford.hayley@epa.gov

Phone: 202-564-2022

Cell: 202-306-1296

From: Liz Menz [<mailto:lmenz@sigma.org>]
Sent: Thursday, October 5, 2017 5:13 PM
To: Ford, Hayley <ford.hayley@epa.gov>
Cc: Hupp, Millan <hupp.millan@epa.gov>; Ryan McNutt <rmcnutt@sigma.org>; Cheryll Decker <cdecker@sigma.org>; Amy Rider <arider@sigma.org>
Subject: RE: SIGMA Invitation - Administrator Scott Pruitt

Hi Hayley,

Thank you again for all of your help in making this happen! Apologies for the length of this email, but I have tried to put together some comprehensive information for you, as well as ask a few questions.

My first question is – who will be our main contact for the event? Will we work with you, an event coordinator, or his chief of staff possibly?

My second – what is your preferred communication protocol? Do you prefer me as your main contact or going through other SIGMA staff that will be overseeing various aspects? Listed here are key SIGMA staff that will be working on the event. (all are copied on this email)

SIGMA CEO	SIGMA Director of
Meetings	SIGMA Director of Communications
	SIGMA Director of Education

Ryan McNutt	Cheryll Decker
	Amy Rider
	Liz Menz

RMcNutt@sigma.org		ARider@sigma.org
CDecker@sigma.org	LMenz@sigma.org	

202.650.7799		703.375.0485
703.375.0481	703.375.0483 (cell 314.616.3907)	

<i>Responsible for hotel details on site in</i>	<i>Responsible for announcements,</i>
<i>Chicago – security, greenroom, reception</i>	<i>Responsible for general session address, production</i>
<i>details, and needs on stage</i>	<i>signage, and publications</i>

Following I have listed out the various details and questions that we pulled together in order to make things run smoothly for the Administrator's time with us.

II Regarding announcement

- o Can we get the Administrator's media kit? High resolution headshot, official bio, etc.
- o For any announcements, publications, or signage, does the Administrator require approval beforehand and, if so, who do we contact for that approval?
- o I have attached a draft email announcement with information taken from the official EPA website.

II Regarding onsite in Chicago

- o Who will be the Administrator's main handler?
- o What security details will we need to be aware of?
- o Does the Administrator need a greenroom and, if so, what are the requirements?

II Regarding SIGMA and NATSO Boards

- o I have attached the Board of Directors for both SIGMA and NATSO to this email.
- o SIGMA and NATSO boards would like to host a small reception at **2pm on Wednesday November 8th** in order for the board members to meet and thank the Administrator. We can plan this to his preference either formal (with a podium for him to make remarks) or informal (no podium, less formal meet and greet, time with both boards in a quieter environment).
- o If a staffer would like to speak with our CEO, Ryan McNutt, about the event, I am happy to schedule a phone call. His direct contact information is also above.

II Regarding the Administrator's remarks

- o How much time would the Administrator like allotted for his address to the members?
- o Our producer, JoAnna Miller, and I would like to schedule a call with the person who will be putting together the Administrator's event profile in order to go over the technical details for exactly what he can expect in the room the day of his address.
- o Does the Administrator have an official/preferred introduction to be used for the address?
- o Is the Administrator open to a few minutes of Q&A from the membership after his address?

If there is anything you are missing or need from me, please don't hesitate to ask – we are very excited that the Administrator will be able to join us in Chicago and want to make the event as smooth as possible.

Thank you and I look forward to working with you!

Best,

Liz.

Liz Menz | Director of Education | SIGMA - America's Leading Fuel Marketers
3930 Pender Drive, Suite 340, Fairfax, VA 22030 | Direct: 703.375.0483 | www.sigma.org

From: Ford, Hayley [<mailto:ford.hayley@epa.gov>]
Sent: Thursday, October 05, 2017 12:03 PM
To: Liz Menz <lmenz@sigma.org>; Charles Thornbrugh <mthornbr@quiktrip.com>
Cc: Hupp, Millan <hupp.millan@epa.gov>; Ryan McNutt <rmcnutt@sigma.org>
Subject: RE: SIGMA Invitation - Administrator Scott Pruitt

Hello Liz,

Yes, I was just about to reach out to you as we figured out his travel schedule this morning. We are able to confirm Wed, Nov 8 with an approximate presentation time of 3:20PM based on our previous conversation. If we built in conversations with the Boards, we could do that prior to his remarks. Would you mind sending along a few more details on the Board conversations, including attendees, topic, background, etc? We can then try to work in based on when he arrives to Chicago.

We really look forward to this event and thank you again for the invitation!

Hayley Ford

Deputy White House Liaison

Office of the Administrator

Environmental Protection Agency

Room: 3309C William Jefferson Clinton North

ford.hayley@epa.gov

Phone: 202-564-2022

Cell: 202-306-1296

From: Liz Menz [<mailto:lmenz@sigma.org>]

Sent: Thursday, October 5, 2017 11:53 AM

To: Ford, Hayley <ford.hayley@epa.gov>; Charles Thornbrugh <mthornbr@quiktrip.com>

Cc: Hupp, Millan <hupp.millan@epa.gov>; Ryan McNutt <rmcnutt@sigma.org>;
ryan.jackson@epa.gov

Subject: RE: SIGMA Invitation - Administrator Scott Pruitt

Hi Hayley,

I just wanted to touch base on this invite to Administrator Pruitt. Our membership would be honored to have the Administrator at our Chicago meeting and be able to thank him for all of the actions he took during the recent natural disasters on behalf of our industry.

Do let me know if there is further information I can provide and I look forward to hearing from you!

Best,

Liz.

Liz Menz | Director of Education | SIGMA - America's Leading Fuel Marketers
3930 Pender Drive, Suite 340, Fairfax, VA 22030 | Direct: 703.375.0483 | www.sigma.org

From: Ford, Hayley [<mailto:ford.hayley@epa.gov>]

Sent: Sunday, September 24, 2017 8:00 PM

To: Liz Menz <lmenz@sigma.org>; Charles Thornbrugh <mthornbr@quiktrip.com>

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

Subject: RE: SIGMA Invitation - Administrator Scott Pruitt

Liz,

Thank you, I will extend the invitation to Ryan Jackson. I assume he will let you know as the event approaches if he's able to attend.

Thanks!

Hayley Ford

Deputy White House Liaison

Office of the Administrator

Environmental Protection Agency

Room: 3309C William Jefferson Clinton North

ford.hayley@epa.gov

Phone: 202-564-2022

Cell: 202-306-1296

From: Liz Menz [<mailto:lmenz@sigma.org>]

Sent: Friday, September 22, 2017 4:11 PM

To: Ford, Hayley <ford.hayley@epa.gov>; Charles Thornbrugh <mthornbr@quiktrip.com>

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

Subject: RE: SIGMA Invitation - Administrator Scott Pruitt

Hi Hayley,

A quick follow up – we also would like to extend the invitation to the Administrator's Chief of Staff Ryan Jackson if he is able to attend the Chicago SIGMA Conference along with the Administrator.

I am happy to extend that invite directly to Mr. Jackson or his assistant if you feel it's appropriate to send me their contact information.

Thank you again and have a great weekend!

Best,

Liz.

Liz Menz | Director of Education | SIGMA - America's Leading Fuel Marketers
3930 Pender Drive, Suite 340, Fairfax, VA 22030 | Direct: 703.375.0483 | www.sigma.org

From: Liz Menz

Sent: Friday, September 22, 2017 11:22 AM

To: 'Ford, Hayley' <ford.hayley@epa.gov>; Charles Thornbrugh <mthornbr@quiktrip.com>

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

Subject: RE: SIGMA Invitation - Administrator Scott Pruitt

Hi Hayley,

Thanks so much for reaching out today! I just talked with Mike and he so happy that things seem to be working out to have the Administrator at our meeting in Chicago.

This is a bit of the information that we just chatted about this morning. Both dates do still work for us (the 8th and 10th), but we do have a preference to the 8th as it would be great to have Administrator Pruitt open our Annual Conference. Also, the earlier date would coincide meetings for our Board of Directors as well as the Board of Directors for NATSO, the National Association of Truck Stop Owners, and I know that both boards would be privileged to meet the Administrator and be able to pass along their thanks for his efforts in keeping the fuel supply flowing with the waivers issued during Hurricanes Harvey and Irma.

If there is other information I can provide, please don't hesitate to ask. I am traveling for meetings next week, so the best way to reach me is on my cell at 314.616.3907. I'm happy to discuss any details or concerns and work out a way to have the Administrator at our event – I know our membership would be thrilled to hear him speak!

Thank you so much,

Best,

Liz.

Liz Menz | Director of Education | SIGMA - America's Leading Fuel Marketers
3930 Pender Drive, Suite 340, Fairfax, VA 22030 | Direct: 703.375.0483 | www.sigma.org

From: Ford, Hayley [<mailto:ford.hayley@epa.gov>]
Sent: Friday, September 22, 2017 10:39 AM
To: Liz Menz <lmenz@sigma.org>; Charles Thornbrugh <mthornbr@quiktrip.com>
Cc: Hupp, Millan <hupp.millan@epa.gov>
Subject: SIGMA Invitation - Administrator Scott Pruitt

Hello Liz and Mike,

I wanted to introduce myself as part of Administrator Pruitt's scheduling team. I understand that you had been in conversations with us regarding the Administrator speaking at the SIGMA Annual Conference in Chicago in November. We are trying to make this work with his schedule and wanted to touch base on the current agenda. Previously, you communicated that 11/8, 3-4:30PM and 11/10, 9AM-12PM were the available windows. Is that still the case?

Please let me know and we look forward to getting him to Chicago for this event!

Hayley Ford

Deputy White House Liaison

Office of the Administrator

Environmental Protection Agency

Room: 3309C William Jefferson Clinton North

ford.hayley@epa.gov

Phone: 202-564-2022

Cell: 202-306-1296

