

**To:** Jane Alonso[jalonso@nafoalliance.org]  
**From:** Hupp, Sydney  
**Sent:** Fri 3/31/2017 3:43:39 PM  
**Subject:** RE: NAFO meeting request follow-up  
External Meeting Request Form.docx

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

**From:** Jane Alonso [mailto:jalonso@nafoalliance.org]  
**Sent:** Thursday, March 30, 2017 6:04 PM  
**To:** Jackson, Ryan <jackson.ryan@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>  
**Cc:** Crystal Coon <crystal@glenncoffee.com>  
**Subject:** RE: NAFO meeting request follow-up

Hey – just wanted to follow-up again and see if you had a sense of timing. If we came to you, the best timing would be Wednesday, April 5 between 10:15 and 11:30 am, or maybe between 2:30-4 pm though our afternoon is getting pretty squeezed. If the Administrator came to us, there are plenty of choices:

- Thursday April 6 Board of Directors breakfast between 7am -8 am. Location - Fairmont Hotel (2401 M St NW), Culpepper Room
- Thursday April 6 Board of Directors meeting between 8 am and noon. Location - Fairmont Hotel (2401 M St NW), Roosevelt Room
- Wednesday, April 5 between 7 am-8 am – breakfast meeting with our Board. Location - Fairmont Hotel (2401 M St NW), Roosevelt Room

**From:** Jane Alonso  
**Sent:** Thursday, March 30, 2017 1:51 PM  
**To:** 'Jackson, Ryan' <jackson.ryan@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>  
**Cc:** Crystal Coon <crystal@glenncoffee.com>  
**Subject:** RE: NAFO meeting request follow-up

Yes, we could come to your office. What timing are you thinking? Our schedule on the 5<sup>th</sup> is pretty tight now, but this meeting is a priority. Probably the best timing would be between 10:15-11:30 am. We could also make it work in the afternoon between 2:30-4 pm

**From:** Jackson, Ryan [mailto:jackson.ryan@epa.gov]  
**Sent:** Thursday, March 30, 2017 1:44 PM  
**To:** Jane Alonso <jalonso@nafoalliance.org>; Hupp, Sydney <hupp.sydney@epa.gov>  
**Cc:** Crystal Coon <crystal@glenncoffee.com>  
**Subject:** RE: NAFO meeting request follow-up

An office meeting is ok?

**From:** Jane Alonso [mailto:jalonso@nafoalliance.org]  
**Sent:** Thursday, March 30, 2017 12:12 PM  
**To:** Hupp, Sydney <hupp.sydney@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>  
**Cc:** Crystal Coon <crystal@glenncoffee.com>  
**Subject:** RE: NAFO meeting request follow-up

Here is the form. It wasn't clear to me which dates you were looking at or whether you were looking at a meeting or a "speech" so I gave you all the options in the form. Let me know if this works.

Again, our options are:

- Thursday April 6 Board of Directors breakfast between 7am -8 am. Location -

Fairmont Hotel (2401 M St NW), Culpepper Room

- Thursday April 6 Board of Directors meeting between 8 am and noon.  
Location - Fairmont Hotel (2401 M St NW), Roosevelt Room
- Wednesday, April 5 between 10:15 and 11:30 am – at your EPA office
- Wednesday, April 5 between 7 am-8 am – breakfast meeting with our Board. Location - Fairmont Hotel (2401 M St NW), Roosevelt Room

**From:** Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]  
**Sent:** Thursday, March 30, 2017 10:51 AM  
**To:** Jane Alonso <[jalonso@nafoalliance.org](mailto:jalonso@nafoalliance.org)>; Jackson, Ryan <[jackson.ryan@epa.gov](mailto:jackson.ryan@epa.gov)>  
**Cc:** Crystal Coon <[crystal@glenncoffee.com](mailto:crystal@glenncoffee.com)>  
**Subject:** RE: NAFO meeting request follow-up

Good morning Jane,

Thank you for the follow up and for the additional information! My apologies for the delay in responding to your request, we have been inundated with scheduling requests over the last few weeks but are happy that you have reached out to us! Would you be so kind as to fill out the attached speaking request form? It helps us with to streamline the requests and gets the answers we have to have knocked out early. Please feel free to reach out to me with any questions!

Thank you!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

**From:** Jane Alonso [<mailto:jalonso@nafoalliance.org>]  
**Sent:** Thursday, March 30, 2017 8:23 AM  
**To:** Jackson, Ryan <[jackson.ryan@epa.gov](mailto:jackson.ryan@epa.gov)>; Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Crystal Coon <[crystal@glenncoffee.com](mailto:crystal@glenncoffee.com)>  
**Subject:** NAFO meeting request follow-up

Ryan, Sydney – I wanted to follow up on this meeting request to have Administrator Pruitt speak with our Board next week. I know Crystal has spoken with you about it. We are anxious to get a day/time nailed down, as this meeting is a high priority for our fly-in.

One thing I wanted to clarify is that we are now fully booked in the afternoon on April 5. Our blocks of time in order of preference now are:

- Thursday April 6 Board of Directors breakfast between 7am -8 am. Location - Fairmont Hotel (2401 M St NW), Culpepper Room
- Thursday April 6 Board of Directors meeting between 8 am and noon. Location - Fairmont Hotel (2401 M St NW), Roosevelt Room
- Wednesday, April 5 between 9 am and 11:30 am – at your EPA office
- Wednesday, April 5 between 7 am-8 am – breakfast meeting with our Board. Location - Fairmont Hotel (2401 M St NW), Roosevelt Room

Information is attached. Let me know! And thank you.

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Jane Alonso  
Vice President for Government Relations  
National Alliance of Forest Owners (NAFO)  
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