

To: Kim Rubin (TMNA)[kim.rubin@toyota.com]
Cc: Hupp, Millan[hupp.millan@epa.gov]; Bennett, Tate[Bennett.Tate@epa.gov]; Stephen Ciccone (TMNA)[stephen.ciccone@toyota.com]
From: McMurray, Forrest
Sent: Thur 8/3/2017 12:57:15 PM
Subject: Re: Toyota visit -- need to finalize

Good morning Kim,

It will be myself as well as one of the security agents that will be there a day early to conduct the walkthrough. What information do you all need from us before the walkthrough?

Forrest McMurray
Scheduling and Advance
U.S Environmental Protection Agency
Office: 202-564-6308
Cell: 202-308-6281

> On Aug 3, 2017, at 8:50 AM, Kim Rubin (TMNA) <kim.rubin@toyota.com> wrote:
>
> Good morning Millan,
>
> I'm happy to assist with the walk through details. I've notified our team of your request. We'll wait for your word on when you will arrive at our HQ. Will Forrest be the only one arriving a day early to do the walk through?
>
> Thank you,
> Kim
>
> Kim Rubin
> Executive Assistant to Stephen Ciccone
> TOYOTA MOTOR NORTH AMERICA
> Government Affairs Office
> 325 7th Street, NW, Suite 1000
> Washington, DC 20004
> W: 202.463.6840
> C: 202.412.8817
> E: kim.rubin@toyota.com
>
>
>
> -----Original Message-----
> From: Hupp, Millan [mailto:hupp.millan@epa.gov]
> Sent: Wednesday, August 2, 2017 6:05 PM
> To: Stephen Ciccone (TMNA) <stephen.ciccone@toyota.com>
> Cc: Bennett, Tate <Bennett.Tate@epa.gov>; Kim Rubin (TMNA) <kim.rubin@toyota.com>; McMurray, Forrest <mcmurray.forrest@epa.gov>
> Subject: Re: Toyota visit -- need to finalize
>
> Thank you, Stephen.
>
> Sent from my iPhone
>
>> On Aug 2, 2017, at 5:49 PM, Stephen Ciccone (TMNA) <stephen.ciccone@toyota.com> wrote:
>>
>> We will hold off on food. My EA, Kim Rubin, copied here, will arrange the walk through. No problem.

>>
>> Sent from my iPhone
>>
>>> On Aug 2, 2017, at 10:39 PM, Hupp, Millan <hupp.millan@epa.gov> wrote:
>>>
>>> Stephen -- good afternoon. This timeline and rough agenda looks great.
>>>
>>> To Tate's point, the Administrator often will not eat at meetings but of course would take no offense to your bringing in lunch for the rest of the group. We shall leave that up to you.
>>>
>>> My colleague Forrest, copied here, will travel into Dallas on Wednesday, the 9th and will likely reach out to you in hopes of scheduling a time to do a walk-through of the location.
>>>
>>> Kindly let us know if there are any outstanding items we can address for you at this time. We look forward to meeting you next week.
>>>
>>> Thank you so much,
>>> Millan
>>>
>>> Sent from my iPhone
>>>
>>>> On Aug 2, 2017, at 5:48 AM, Stephen Ciccone (TMNA) <stephen.ciccone@toyota.com> wrote:
>>>>
>>>> 6565 Headquarters Drive. Plano, TX.
>>>>
>>>> Sent from my iPhone
>>>>
>>>>> On Aug 2, 2017, at 10:32 AM, Bennett, Tate <Bennett.Tate@epa.gov> wrote:
>>>>>
>>>>> May we have an exact address?
>>>>>
>>>>> Sent from my iPhone
>>>>>
>>>>>> On Aug 1, 2017, at 8:01 PM, Stephen Ciccone (TMNA) <stephen.ciccone@toyota.com> wrote:
>>>>>>
>>>>>> Ok. We will make that call later. Our folks won't starve if they have to wait until 1PM for lunch. We just don't want to be rude hosts.
>>>>>>
>>>>>> Sent from my iPhone
>>>>>>
>>>>>>> On Aug 1, 2017, at 7:51 PM, Bennett, Tate <Bennett.Tate@epa.gov> wrote:
>>>>>>>
>>>>>>> Hmm I think that would be fine but he doesn't do working lunches if he's speaking....but others could!
>>>>>>>
>>>>>>> Sent from my iPhone
>>>>>>>
>>>>>>>> On Aug 1, 2017, at 7:44 PM, Stephen Ciccone (TMNA) <stephen.ciccone@toyota.com> wrote:
>>>>>>>>
>>>>>>>> Agree on the press. Fine on the 45 minute blocks. Will get back to you on 11am start. If we do that time, can/should we add a casual lunch?
>>>>>>>>
>>>>>>>> Sent from my iPhone
>>>>>>>>
>>>>>>>>> On Aug 1, 2017, at 7:36 PM, Bennett, Tate <Bennett.Tate@epa.gov> wrote:

>>>>>>>>>> Hi Stephen,
>>>>>>>>>>
>>>>>>>>>> Thanks for being patient with us as we figure out the schedule. I believe we are set for the 10th, and we are planning on sometime in the morning. I wanted to loop in Tate Bennett she heads up our External Affairs and Millan Hupp who heads up our Advance and Scheduling. They will circle back with you for more details.
>>>>>>>>>>
>>>>>>>>>> I appreciate your help, and happy that we found something that worked!
>>>>>>>>>>
>>>>>>>>>> Best,
>>>>>>>>>> Maddy
>>>>>>>>>>
>>>>>>>>>>
>>>>>>>>>> Madeline Morris Executive Scheduler I Office of the Administrator I direct: 202-564-0844
I cell: 202-579-4283
>>>>>>>>>>
>>>>>>>>>>
>>>>>>>>>> -----Original Message-----
>>>>>>>>>> From: Stephen Ciccone (TMNA) [mailto:stephen.ciccone@toyota.com]
>>>>>>>>>> Sent: Saturday, July 29, 2017 8:32 AM
>>>>>>>>>> To: Morris, Madeline <morris.madeline@epa.gov>
>>>>>>>>>> Subject: Toyota visit -- need to finalize
>>>>>>>>>>
>>>>>>>>>> Maddy,
>>>>>>>>>> I have some Toyota executives holding their calendars open for August 10 to host Administrator Pruitt. I'm not going to be able to keep the calendars held much longer. Can we finalize the date and time? We would very much like to host him. It's less than two weeks from now, so I'll need a time to be sure we can be proper hosts! Thanks.
>>>>>>>>>> Stephen