

To: Jane Alonso[jalonso@nafoalliance.org]
Cc: Chip Murray[cmurray@nafoalliance.org]; Woodward, Cheryl[Woodward.Cheryl@epa.gov]
From: Hupp, Sydney
Sent: Mon 4/3/2017 2:16:48 PM
Subject: RE: NAFO meeting request follow-up

Looping in Cheryl who is our logistics guru.

Thanks!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

From: Jane Alonso [mailto:jalonso@nafoalliance.org]
Sent: Monday, April 3, 2017 10:05 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Cc: Chip Murray <cmurray@nafoalliance.org>
Subject: RE: NAFO meeting request follow-up

Sydney – chip has a question about logistics. He wasn't sure he understood your note about the address. I am copied it here:

Directions: 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 12th 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.

Please don't hesitate if you have any more questions!

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Monday, April 03, 2017 8:49 AM
To: Jane Alonso <jalonso@nafoalliance.org>
Cc: Chip Murray <cmurray@nafoalliance.org>
Subject: RE: NAFO meeting request follow-up

Thank you!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

From: Jane Alonso [<mailto:jalonso@nafoalliance.org>]
Sent: Monday, April 3, 2017 8:44 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Cc: Chip Murray <cmurray@nafoalliance.org>
Subject: RE: NAFO meeting request follow-up

Sydney – Attached is the meeting request form. And I have copied Chip Murray, who will be the NAFO point of contact accompanying for the group the day of the meeting. I will also be available to help with logistics that day too, but will NOT be with the group.

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Friday, March 31, 2017 11:44 AM
To: Jane Alonso <jalonso@nafoalliance.org>
Subject: RE: NAFO meeting request follow-up

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 5th 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>; Jackson, Ryan <jackson.ryan@epa.gov>
Cc: Crystal Coon <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>; Hupp, Sydney <hupp.sydney@epa.gov>
Cc: Crystal Coon <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.

Jane Alonso

Vice President for Government Relations

National Alliance of Forest Owners (NAFO)

122 C Street, NW, Suite 630

Washington, DC 20001

jalonso@nafoalliance.org

202-747-0741