To: Lyndsay Moseley[Lyndsay.Moseley@lung.org]; Woodward, Cheryl[Woodward.Cheryl@epa.gov]
From: Hupp, Sydney
Sent: Thur 6/15/2017 7:42:13 PM
Subject: RE: Meeting with Administrator Pruitt

Got it!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Lyndsay Moseley [mailto:Lyndsay.Moseley@lung.org]
Sent: Thursday, June 15, 2017 3:40 PM
To: Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Meeting with Administrator Pruitt

Hello Cheryl,

Can you please add to the list for the meeting on Monday:

Laura Hanen

Interim Executive Director

National Association of County and City Health Officials

And delete Ian Goldstein. Laura will attend instead of Ian.

Can you confirm that you have made this change?

Many thanks,

Lyndsay

Lyndsay Moseley Alexander

Office: 202-481-7668

Cell: 202-731-8448

Email: Lyndsay.moseley@lung.org

From: Woodward, Cheryl [mailto:Woodward.Cheryl@epa.gov]
Sent: Tuesday, June 13, 2017 12:14 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>; Lyndsay Moseley <Lyndsay.Moseley@lung.org>
Subject: RE: Meeting with Administrator Pruitt

My name is Cheryl Woodward and I will assist you in the logistics for your meeting at EPA on Monday, June 19 at 12 noon. As soon as you have the list, please forward to me so that security will have the passes ready for your visit. The instructions/directions to EPA is below and if you have any questions please contact me. Look forward to seeing you all.

Directions: If you come by Metro, the Federal Triangle metro stop is directly below the building entrances. You would leave the metro station and go up all three sets of escalators from the train otherwise two escalators then do a small U-Turn to the left heading toward 12th street, the South Lobby entrance is directly and immediately to your right (Glass Doors -EPA Signified on Glass).

EPA address is 1200 Pennsylvania Avenue, NW. If you are coming by taxi/vehicle, you want to be dropped off on 12th NW, **which is between Pennsylvania and Constitution Avenue**. It is

almost exactly half way between the two avenues on with Federal Triangle Metro sign and Trump Hotel Towers side entrance 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

From: Hupp, Sydney
Sent: Tuesday, June 13, 2017 8:42 AM
To: Lyndsay Moseley <Lyndsay.Moseley@lung.org>
Cc: Dickerson, Aaron <dickerson.aaron@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: RE: Meeting with Administrator Pruitt

Hey Lyndsay,

Thank you for being flexible on the time! I am looping in Cheryl who can provide you all the logistics for arrival.

Best,

Sydney

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Lyndsay Moseley [mailto:Lyndsay.Moseley@lung.org]
Sent: Friday, June 9, 2017 2:24 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Cc: Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Meeting with Administrator Pruitt

Sydney,

Confirming we can make 12noon work. Can you let me know logistics and arrival information for the meeting? I'll send over a re-confirmed attendee list next week.

We would welcome staff from the air office and perhaps budget staff to join the meeting.

That will be a fast trip from the airport for Mr. Pruitt!

Best,

Lyndsay

Lyndsay Moseley Alexander

Office: 202-481-7668

Cell: 202-731-8448

Email: Lyndsay.moseley@lung.org

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]
Sent: Thursday, June 8, 2017 3:29 PM
To: Lyndsay Moseley <Lyndsay.Moseley@lung.org>
Cc: Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Meeting with Administrator Pruitt

Hey Lyndsay,

Hope you have been well! Is there any chance we could push our meeting on the 19th to 12:00PM instead of 11:00? Apologies for the change, the Administrator is now returning that Monday morning from an out of state meeting.

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Hupp, Sydney
Sent: Tuesday, May 9, 2017 4:21 PM
To: 'Lyndsay Moseley' <Lyndsay.Moseley@lung.org>
Cc: Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Meeting with Administrator Pruitt

Completely fine. Thank you for sending over!

Sydney Hupp

Executive Scheduler

Office of the Adminsitrator

202.816.1659 (c)

From: Lyndsay Moseley [mailto:Lyndsay.Moseley@lung.org]
Sent: Tuesday, May 9, 2017 3:42 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Meeting with Administrator Pruitt

Sydney:

Here is the external meeting request form. Please take a look and let me know if this is sufficient. Additionally, I am waiting on final confirmation for a couple of participants whose schedules are still in flux. Can I update the list of participants as the meeting date nears?

Many thanks again for your help in getting this meeting on the calendar.

Best,

Lyndsay

Lyndsay Moseley Alexander

Office: 202-481-7668

Cell: 202-731-8448

Email: Lyndsay.moseley@lung.org

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]
Sent: Tuesday, May 9, 2017 9:39 AM
To: Lyndsay Moseley <Lyndsay.Moseley@lung.org>
Subject: RE: Meeting with Administrator Pruitt

Yes!! That works!! I've got it on the calendar. If you wouldn't mind just sending over that form, we should be squared away.

Thanks!

Sydney Hupp

Executive Scheduler

Office of the Adminsitrator

202.816.1659 (c)

From: Lyndsay Moseley [mailto:Lyndsay.Moseley@lung.org]
Sent: Monday, May 8, 2017 10:43 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Meeting with Administrator Pruitt

Hi Sydney:

OK- I think we have a winner! Please confirm that **11am on June 19th** works. I will fill out the form and return it to you today, as well.

Best,

Lyndsay

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]
Sent: Thursday, May 4, 2017 10:33 AM
To: Lyndsay Moseley <Lyndsay.Moseley@lung.org>
Subject: RE: Meeting with Administrator Pruitt

How about June 19th? Anytime other than 12-2.

Thanks!

Sydney Hupp

Executive Scheduler

Office of the Adminsitrator

202.816.1659 (c)

From: Lyndsay Moseley [mailto:Lyndsay.Moseley@lung.org]
Sent: Wednesday, May 3, 2017 4:58 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Meeting with Administrator Pruitt

Hi Sydney,

Several major health and medical conferences take place the last two weeks of May, which means several of our CEOs would not be able to attend if we scheduled the meeting during that timeframe.

Are there any times in June that might work on your end?

Thanks again,

Lyndsay

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]
Sent: Monday, April 24, 2017 3:40 PM
To: Lyndsay Moseley <Lyndsay.Moseley@lung.org>
Subject: RE: Meeting with Administrator Pruitt

Hey Lyndsay,

We will actually be overseas June 4-14. June is very full for us. Is May a possibility on your end?

Thanks!

Sydney Hupp

Executive Scheduler

Office of the Adminsitrator

202.816.1659 (c)

From: Lyndsay Moseley [mailto:Lyndsay.Moseley@lung.org]
Sent: Monday, April 24, 2017 3:28 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Meeting with Administrator Pruitt

Hi Sydney,

I'm currently getting feedback from our group that June 8th is potentially a workable date, with June 7 in the afternoon as a possible back up. How do either of these dates look for Administrator Pruitt?

I will definitely fill out the form and send it to you. Thank you for sending it.

Best,

Lyndsay

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]
Sent: Friday, April 7, 2017 1:43 PM
To: Lyndsay Moseley <Lyndsay.Moseley@lung.org>
Subject: RE: Meeting with Administrator Pruitt

Hey Lyndsay,

May 3 won't work for us now either. Since you are coordinating so many schedules, why don't

you send me some possible days in times and I will endeavor to make one of them work.

Additionally, would you mind filling out the attached form for scheduling purposes on our part?

Thank you!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

From: Lyndsay Moseley [mailto:Lyndsay.Moseley@lung.org]
Sent: Thursday, April 6, 2017 4:15 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Meeting with Administrator Pruitt

Hi Sydney,

We are having trouble coordinating our CEOs' schedules. We may be able to make one of these work, but are there any other dates/times that would work for Administrator Pruitt in early May?

Many thanks in advance for your help!

Best,

Lyndsay

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]
Sent: Tuesday, March 28, 2017 12:30 PM
To: Lyndsay Moseley <Lyndsay.Moseley@lung.org>
Subject: RE: Meeting with Administrator Pruitt

Thanks! May 3 and 5 are still good but on the 11th we will be traveling. Appreciate it!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

From: Lyndsay Moseley [mailto:Lyndsay.Moseley@lung.org]
Sent: Tuesday, March 28, 2017 12:29 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Meeting with Administrator Pruitt

Here's the chain

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]
Sent: Thursday, March 23, 2017 1:38 PM
To: Lyndsay Moseley <Lyndsay.Moseley@lung.org>
Subject: Meeting with Administrator Pruitt

Good afternoon Lindsey,

Thank you for your time on the phone! As discussed, below are some potential dates.

May 3rd, 10AM

May 5th, 10AM

May 11th, 1PM

Thank you!

Sydney