



EPA ADMINISTRATOR EVENT INFORMATION FORM

This form assists in planning participation in events and activities. Please be complete to minimize need for follow up. This is not a confirmation of attendance.

Basic Background

Event official title:	<i>Annual WGA Breakfast Meeting with Cabinet Officials</i>
Event host(s)/organizer(s):	<i>Western Governors' Association</i>
Event date (flexible?):	<i>February 22, 2025 (non-flexible)</i>
Time, duration, and time zone of event:	<i>8:00 – 9:30 am ET</i>
Deadline for acceptance:	<i>February 19, 2025 by 5:00pm EST</i> <i>Please RSVP to [HYPERLINK "mailto:tvigil@westgov.org"] ([HYPERLINK "mailto:tvigil@westgov.org"]) at WGA, who will compile attendee information and submit it to DOI.</i>
Will you accept a surrogate?	<i>No</i>
Event location and physical address:	<i>U.S. Department of the Interior</i> <i>Secretary's Suite</i> <i>C Street Entrance (between 18th and 19th Streets)</i> <i>1849 C St NW</i> <i>Washington, DC 20240</i>
Type of event:	<i>Meeting</i>
Host(s) relationship to the EPA?	<i>Western Governors Association (WGA) interacts with EPA, on behalf of the Governors, on a variety of policy issues affecting the region.</i>
Event sponsor(s):	<i>There are no meeting sponsors; WGA oversees the meeting.</i>

Event Description and Role of the EPA Official

Purpose of event:	<i>The Annual WGA Breakfast Meeting with Cabinet Officials is a roundtable discussion with Western Governors which serves as a forum for the Western Governors and their federal partners to discuss a range of issues related to the West.</i>
Brochure/website/invitation/ and/or other event materials:	<i>Agenda and Run of Show are both attached, official invite letter from WGA forthcoming.</i>



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Run of show/agenda:	<i>The Governors and Cabinet Officials will sit around a hollow round table. The Administrator will be introduced by the Honorable Michelle Lujan Grisham, Chair of WGA and Governor of New Mexico. The Administrator may make short, informal introductory comments (3-4 minutes), if desired, followed by a roundtable discussion on issues related to the West. The session will give the Governors and the Administrator a chance to discuss significant issues related to the West.</i> • <i>*Due to room size constraints in the Interior Secretary's suite, the "one staff member for each principal present in the room" restriction will be strictly enforced. However, DOI is planning to have an overflow room available for additional staff present, but that space will not be physically connected to the Secretary's suite, nor will audio or visuals of the meeting be available in that overflow room.</i>
Timing for EPA official's role:	<i>8:00 – 9:30 am ET</i>
Role of the EPA official at the event:	<i>Meeting participant with Western Governors and other Cabinet officials.</i>
Requested presentation topic (if speaking):	<i>WGA will work with your staff to identify the specific topics, share potential questions, and other needs before the event.</i>
Requested presentation format:	<i>3-4 minutes informal remarks, followed by a roundtable discussion.</i>
Name and title of person introducing EPA official:	<i>The Honorable Michelle Lujan Grisham, Chair of WGA and Governor of New Mexico</i>
Audience make up?	<i>Attendees will total about 30, and include Western Governors and select Cabinet officials (and one staff member for each principal present).</i> ○ <i>As of 2/13/25, the following Governors will be in attendance:</i> ▪ <i>Governor Michelle Lujan Grisham of New Mexico, WGA Chair</i> ▪ <i>Governor Spencer Cox of Utah, WGA Vice Chair</i> ▪ <i>Governor Mike Dunleavy of Alaska</i> ▪ <i>Governor Lourdes Leon Guerrero of Guam</i> ▪ <i>Governor Josh Green of Hawaii</i> ▪ <i>Governor Brad Little of Idaho</i>



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	▪ Governor Greg Gianforte of Montana ▪ Governor Arnold Palacios, Commonwealth of the Northern Mariana Islands ▪ Governor Tina Kotek of Oregon ▪ Governor Larry Rhoden of South Dakota ▪ Governor Mark Gordon of Wyoming ○ As of 2/13/25, the following Cabinet officials will be in attendance: ▪ Secretary Doug Burgum, Department of the Interior ▪ Secretary Chris Wright, Department of Energy ▪ Secretary Brooke Rollins, Department of Agriculture ○ WGA is still awaiting RSVPs from several other Governors and Cabinet officials and expects to have additional names in the coming week.
Event held weekly, monthly, annually?	<i>Annually</i>

Event Preparation

Other EPA speakers?	<i>No.</i>
Does EPA need to submit materials prior to event?	<i>No.</i>
Expected prep and timing for prep calls or meetings:	<i>We can arrange that with your team after confirmation.</i>
Registration fee charged? How much?	<i>No registration fee.</i>
Describe entity hosting EPA official:	<i>WGA is an instrumentality of 22 western Governors for bipartisan policy development, information exchange and collective action on issues of critical importance to the western United States.</i>
Is the entity also a Federally Registered Lobbyist?	<i>No.</i>
Are you giving a gift, award or anything else of value? Amount?	<i>No.</i>



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Are you providing a meal? Amount?	<i>Yes. Estimated meal cost (hotel breakfast buffet) is \$54 per person (paid for by state government funds).</i>
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At the Event and Other Event Logistics

Is there a private hold room available for the Administrator?	<i>If needed, one can be arranged.</i>
Open press/closed press?	<i>Private event, off-the-record, and closed to press/public.</i>
Will you be issuing a press release?	<i>No.</i>
Person to contact for media purposes:	<i>Jack Spina, Communications Director</i> [HYPERLINK "mailto:jspina@westgov.org"] C: Ex. 6 Personal Privacy (PP) O: Ex. 6 Personal Privacy (PP)
Dress code:	<i>Business.</i>
Room setup:	<i>The Governors and Cabinet officials will sit around a hollow square (table tents will identify the seating arrangement).</i>
Notable/honorable guests attending (including elected officials):	<i>Governors of western states and select Cabinet officials.</i>
Are you recording the event? Website URL for recording (if event is recorded and posted):	<i>No.</i>
Security contact:	<i>WGA's meeting planner, Amanda Nelson, can help connect you with hotel security ([HYPERLINK "mailto:amanda@westgov.org"]).</i>
Directions to event (include relevant information about parking, the specific building, best entrance to use)	<i>We can discuss during planning call.</i>
Where to meet contact:	<i>We can discuss during planning call.</i>

Contact Information

Your name and position:	<i>Kevin Doran, Federal Relations Manager</i>
Phone (best & alternate):	<i>Work and Work Cell:</i> Ex. 6 Personal Privacy (PP)
Email address:	[HYPERLINK "mailto:kdoran@westgov.org"]



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Mailing address:	1700 Broadway, Suite 500 Denver, CO 80290
Are you the point-of-contact at the event? If not, contact details:	Yes. Additionally, DOI contact information (for assistance with security, advance, and general questions): Danny Gustafson - Deputy Director, Intergovernmental and External Affairs/Special Assistant to the Secretary, U.S. Department of the Interior, M: Ex. 6 Personal Privacy (PP) [HYPERLINK "mailto:daniel_gustafson@ios.doi.gov"]

Please return this completed form to [HYPERLINK "mailto:scheduling@epa.gov"]