Message

From: Troche, Luis [Troche.Luis@epa.gov]
Sent: 4/5/2018 7:36:04 PM
To: Jennifer Ketchum [Jennifer.Ketchum@gov.ok.gov]; Jana Staples [Jana.Staples@gov.ok.gov]; Liz Wood [Liz.Wood@gov.ok.gov]
CC: Maggie Clark [friendsofthemansion@gmail.com]; Jordan, Marta [Jordan.Marta@epa.gov]; Almodovar, Lisa [Almodovar.Lisa@epa.gov]; Hong, Nadtya [Hong.Nadtya@epa.gov]; Kasman, Mark [Kasman.Mark@epa.gov]
Subject: Scheduling Request - CEC Council Session Closing Dinner at Governor's Mansion

Dear Jennifer,

As promised, attached is our draft scheduling request for Governor Fallin for the CEC dinner at the Governor's Mansion. We may update this later, but wanted to get the request to you now.

Please let us know if you have any questions.
Regards,

Luis Troche

Senior Advisor for North American Affairs
CEC General Standing Committee
Office of Regional and Bilateral Affairs
Office of International and Tribal Affairs
U.S. Environmental Protection Agency
Ph. 202.564.2870 | www.epa.gov/international

From: Jennifer Ketchum <Jennifer.Ketchum@gov.ok.gov>
Sent: Tuesday, March 20, 2018 1:18 PM
To: Jana Staples; Troche, Luis; Liz Wood
Cc: Greenwalt, Sarah; Maggie Clark
Subject: RE: CEC Council Session Closing Dinner at Governor's Mansion

Luis,

I have attached a request form for all scheduling requests. If you have a request for the Governor to attend/speak at an event just fill out the form and send back to me. Don't hesitate to reach out with questions.

Thanks!

Jenn Ketchum
Director of Scheduling
Office of Governor Mary Fallin
405-522-8866

From: Jana Staples
Sent: Tuesday, March 20, 2018 12:04 PM
To: Troche, Luis <Troche.Luis@epa.gov>; Liz Wood <Liz.Wood@gov.ok.gov>
Cc: Greenwalt, Sarah <greenwalt.sarah@epa.gov>; Jennifer Ketchum <Jennifer.Ketchum@gov.ok.gov>; Maggie Clark <friendsofthemansion@gmail.com>
Subject: RE: CEC Council Session Closing Dinner at Governor's Mansion

Good morning Luis,

We are pleased to hear your confirmation of the CEC Council Session on June 27th. We have this date/time held on the Phillips Pavilion calendar.

Will you be extending an invitation to Governor Fallin? If so, I am copying her scheduler Jenn Ketchum. She will have paperwork that needs to be completed.

Thank you for contacting me regarding this event in June. We look forward to working with you!

Warmly,

Jana Staples
Director of Special Projects
Office of Governor Mary Fallin
2300 N. Lincoln Boulevard, Suite 212
Oklahoma City, OK 73105
405.522.8848
jana.staples@gov.ok.gov

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From: Troche, Luis [mailto:Troche.Luis@epa.gov]
Sent: Monday, March 19, 2018 11:54 AM
To: Jana Staples <Jana.Staples@gov.ok.gov>; Liz Wood <Liz.Wood@gov.ok.gov>
Cc: Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: CEC Council Session Closing Dinner at Governor's Mansion

Dear Jana and Liz,

I apologize that we have not clearly conveyed EPA's plan to host the CEC Council Session closing dinner at the Governor's Mansion on June 27 from 6:00-8:00 pm. We appreciate your patience. We have received the catering menu and security contract estimates and are preparing a package for our AO and contract team. We will appreciate it if you can hold the venue for this event and we will work with our AO contract team as expeditiously as possible for their follow up with you on procurement. Please feel free to contact me with any questions or concerns throughout the process.

Best Regards,

Luis Troche

Senior Advisor for North American Affairs
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