Message

From: Nathalie Daoust [ndaoust@cec.org]
Sent: 2/14/2018 2:54:48 PM
To: Troche, Luis [Troche.Luis@epa.gov]; Hong, Nadtya [Hong.Nadtya@epa.gov]; Jordan, Marta [Jordan.Marta@epa.gov]
CC: Liliana Paz Miller [lpmiller@cec.org]; Almodovar, Lisa [Almodovar.Lisa@epa.gov]
Subject: RE: Council Hospitality Events - Cost breakdown
Attachments: Projections2018CouncilOKC_14Feb2018.xlsx; Budget breakdown_Council support_14 Feb2018.xlsx

Importance: High

Hi Luis and everyone,

The minimum budget proposed by the Secretariat (C$164,000) did allocate enough resources for the 2018 Council Session to cover all costs, minus financial assistance for the public.

Attached are the spreadsheets with the overall Council support budget breakdown, as well as the breakdown for the Council Session 2018.

Looking forward to talking to you shortly.

Regards,

Nathalie

From: Troche, Luis [mailto:Troche.Luis@epa.gov]
Sent: Tuesday, February 13, 2018 6:15 PM
To: Nathalie Daoust; Hong, Nadtya; Jordan, Marta
Cc: Liliana Paz Miller; Almodovar, Lisa
Subject: RE: Council Hospitality Events - Cost breakdown

Hi Nathalie-

Thanks for this. Please see my questions, insert. However, I am looking for a full estimated budget for Council Session 2018 to be able to answer the question: can we afford the Council Session as designed with the budget allocated under the provisional/temporary 2018 budget plus $19k (TBC) in EPA representational funds?
In other words, and itemized budget and total for the events/transportation, etc. and which would be covered with Secretariat funds vs. EPA funds.

Thanks.

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: Nathalie Daoust [mailto:ndaoust@cec.org]
Sent: Tuesday, February 13, 2018 5:40 PM
To: Troche, Luis <Troche.Luis@epa.gov>; Hong, Nadtya <Hong.Nadtya@epa.gov>; Jordan, Marta <Jordan.Marta@epa.gov>

Cc: Liliana Paz Miller <lpmiller@cec.org>
Subject: Council Hospitality Events - Cost breakdown

Dear All,

In preparation for our logistics call tomorrow, you will find below a breakdown of estimated costs for the currently planned hospitality events during the 2018 Council Session.

Saludos,

Nathalie

From: Liliana Paz Miller
Sent: Tuesday, February 13, 2018 5:36 PM
To: Nathalie Daoust
Subject: Info Council Events
Importance: High

Hi Nat,
Please find below a breakdown for the plated closing dinner at the Governor's Mansion and the welcoming reception at the ballpark. Let me know if you need anything else.

Friends of the Mansion

Cleaning Fee	$	100.00
Security Fee	$	500.00
Total	$	600.00

Ned's Catering
Sit down dinner: Average price **per person** is $ 45, plus 23% service charge, 8.625% Sales tax and $60 delivery/pick up charges. It includes:

- China Plates, Glasses, and Flatware as needed
- House Linens as needed

Estimating 90 guests, this would be about $5100 + 60 + 600? Does it include drinks?

Susie Booth Catering
Waiting for pricing

Aunt Pitapat's Catering
Sit down dinner: Average price **per person** is $ 37, plus 23% service charge, 8.625% Sales tax and $60 delivery/pick up charges

- China Plates, Glasses, and Flatware as needed, $4 per person

- House Linens as needed, $8 each
- A 5% Administrative Fee will be added to any orders over $1,000.00

This is ridiculous. Are we buying the plates and linens? (sorry, could not resist)

CHICKASAW BRICKTOWN BALLPARK

Hospitality—Entertainment Suite 302 – rental cost for 25 people is **$ 1,125.00**, plus costs for the meals, drinks.

Is this the private, small suite looking at the game? Or the big suite? The plan is for the small suite looking at the game.

I have attached the menu as I do not know what exactly they will want to order.

Liliana
Tel: 514.350.4313

Before printing think about the Environment