Message

From: Lindsay, Jane [lindsay.jane@epa.gov]
Sent: 5/11/2018 4:04:14 PM
To: Dunn, Alexandra [dunn.alexandra@epa.gov]
Subject: request from HQ for Monday

Alex – are you willing to forego 30 minutes of time with OD's on Monday? (you do have Monday AND Tuesday 90 minute blocks with OD's at this point…a rare occurrence)

We could start at 9:30 or end at 10 -

My understanding is that this is with Victoria Ellenbogen and Christina Wadlington to talk about PFAS panel?

(but I"m scant on details)

From: Ellenbogen, Victoria
Sent: Friday, May 11, 2018 11:58 AM
To: Lindsay, Jane <lindsay.jane@epa.gov>
Subject: RE: schedule for Region 1 Administrator Alex Dunn next week

Any chance we could squeeze in a 30 min sometime between 9-10:30am Monday morning?

From: Lindsay, Jane
Sent: Thursday, May 10, 2018 4:51 PM
To: Ellenbogen, Victoria <Ellenbogen.Victoria@epa.gov>
Subject: FW: schedule for Region 1 Administrator Alex Dunn next week

Victoria – if you have a time that works for others – we can try to pull Alex out of whatever she is involved in at that time – she does have a few speaking engagements that are trickier –

But feel free to suggest if you've honed in on times that work for others – we don't want to be the ones holding this up –

Thanks,
Jane

From: Lindsay, Jane
Sent: Thursday, May 10, 2018 11:35 AM
To: Ellenbogen, Victoria <Ellenbogen.Victoria@epa.gov>
Subject: FW: schedule for Region 1 Administrator Alex Dunn next week

Victoria – update – Alex is available on Friday before 11 –

(after that it gets complicated)

Thanks,
Jane

From: Lindsay, Jane
Sent: Thursday, May 10, 2018 11:16 AM
To: Ellenbogen, Victoria <Ellenbogen.Victoria@epa.gov>

Cc: St. Fleur, Marilyn <StFleur.Marilyn@epa.gov>
Subject: RE: schedule for Region 1 Administrator Alex Dunn next week

Thanks, Victoria –

Alex Dunn is available on Friday – and from 8 to 9 on Monday and Tuesday –

Hope above is helpful,
Jane

From: Ellenbogen, Victoria
Sent: Thursday, May 10, 2018 9:28 AM
To: Wadlington, Christina <Wadlington.Christina@epa.gov>; Lindsay, Jane <lindsay.jane@epa.gov>
Cc: St. Fleur, Marilyn <StFleur.Marilyn@epa.gov>
Subject: RE: schedule for Region 1 Administrator Alex Dunn next week

My apologize for the multiple emails on this. 3pm on Monday is no longer available. When you have a chance, please share availability for Friday, Monday and Tuesday. I will use this to find a time that fits everyone's schedule.

Thanks again, and sorry for any confusion!

From: Ellenbogen, Victoria
Sent: Thursday, May 10, 2018 9:12 AM
To: Wadlington, Christina <Wadlington.Christina@epa.gov>; Lindsay, Jane <lindsay.jane@epa.gov>
Cc: St. Fleur, Marilyn <StFleur.Marilyn@epa.gov>
Subject: RE: schedule for Region 1 Administrator Alex Dunn next week

Good Morning,
After connecting with a few other speakers on availability, it looks like 3pm on Monday may be the best time for the panelists for the "Identifying PFAS in Your Community" session to meet.

Could you please confirm availability for this time?

Thanks,
-Victoria

From: Ellenbogen, Victoria
Sent: Tuesday, May 08, 2018 12:00 PM
To: Wadlington, Christina <Wadlington.Christina@epa.gov>; Lindsay, Jane <lindsay.jane@epa.gov>
Cc: St. Fleur, Marilyn <StFleur.Marilyn@epa.gov>
Subject: RE: schedule for Region 1 Administrator Alex Dunn next week

Hello,
Thank you for providing this availability. We are looking at Thursday from 4:30pm-5:30pm or possibly scheduling it for next Monday at 9:30am-10:30am. Could you please provide availability for next Monday (if there is any)?

Thanks in advance for your help!
-Victoria

From: Wadlington, Christina
Sent: Friday, May 04, 2018 3:56 PM

To: Lindsay, Jane <lindsay.jane@epa.gov>
Cc: St. Fleur, Marilyn <StFleur.Marilyn@epa.gov>; Ellenbogen, Victoria <Ellenbogen.Victoria@epa.gov>
Subject: Re: schedule for Region 1 Administrator Alex Dunn next week

Will do! Also, adding Victoria who's co-leading the event with me.

Sent from my iPhone

On May 4, 2018, at 3:53 PM, Lindsay, Jane <lindsay.jane@epa.gov> wrote:

> We appreciate that you asked!
>
> =)
>
> ...and I meant to mention that I am out of the office on Monday and Tuesday so please feel free to follow up with my colleague Marilyn St. Fleur
>
> Regards,
> Jane
>
> ---
>
> **From:** Wadlington, Christina
> **Sent:** Friday, May 04, 2018 3:52 PM
> **To:** Lindsay, Jane <lindsay.jane@epa.gov>
> **Cc:** St. Fleur, Marilyn <StFleur.Marilyn@epa.gov>; Ellenbogen, Victoria <Ellenbogen.Victoria@epa.gov>
> **Subject:** RE: schedule for Region 1 Administrator Alex Dunn next week
>
> Thank you Jane,
>
> We'll ensure to work with these time.
>
> ---
>
> **From:** Lindsay, Jane
> **Sent:** Friday, May 04, 2018 3:51 PM
> **To:** Wadlington, Christina <Wadlington.Christina@epa.gov>
> **Cc:** St. Fleur, Marilyn <StFleur.Marilyn@epa.gov>
> **Subject:** schedule for Region 1 Administrator Alex Dunn next week
>
> Hello,
>
> I understand you're trying to schedule a call next week for speakers at the PFAS Summit.
>
> I wanted to provide availability for Alex Dunn as follows:
>
> Monday the 7th – available from 2 to 3:30
> Tuesday the 8th – available from 8 to 10 and 2:30 to 5:30
> Wednesday the 9th – available from 10:30 to noon
> Thursday the 10th – available from 3:30 to 5
>
> Other times not listed she is involved in speaking engagements, and meetings with headquarters, Commissioners or elected officials – or traveling such that a phone call is tricky –
>
> Hope above is helpful,

Jane Lindsay
Executive Assistant
Office of the Regional Administrator
EPA Region 1
617 918-1289