From: Brush, Jason
To: Woo, Nancy
Cc: Hashimoto, Janet; Smith, DavidW; Yin, Christina
Subject: RE: Topics for All hands Branch meeting February 23rd
Date: Monday, January 25, 2016 5:21:00 PM

B5 Deliberative [redacted] on Cargill at this time. Shall we give Jen an opportunity to shine?

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desk: 415.972.3483
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From: Woo, Nancy
Sent: Monday, January 25, 2016 11:41 AM
To: Brush, Jason <Brush.Jason@epa.gov>; Hashimoto, Janet <Hashimoto.Janet@epa.gov>; Smith, DavidW <Smith.DavidW@epa.gov>; Yin, Christina <Yin.Christina@epa.gov>
Subject: FW: All hands Branch meeting February 23rd

Lisa has reserved the Maui Room on 2/23 from 1:30 to 3:00. I made an executive decision since I encouraged to host a branch meeting on a more regular basis. Asking you guys for suggested topics – one mandatory is for Bruce Macler to do a update on FOG for photos – must be taken off a EPA issued camera..etc. Other topics that may come to mind – please suggest.
Thanks,
nw

Nancy Woo
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From: Honor, Lisa
Sent: Monday, January 25, 2016 11:23 AM
To: Woo, Nancy <Woo.Nancy@epa.gov>
Cc: Honor, Lisa <Honor.Lisa@epa.gov>
Subject: FW: All hands Branch meeting February 23rd

Hi Nancy,

I received a call back for the two rooms I booked. The only room that is available for that week is the Maui which seats 31. Mrs. Lee said she would be able to add 20 more additional chairs in the back of the room. The date of the meeting 2/23/16 at 1:30 pm – 3:00 pm. Mrs. Lee said it's very challenging to get meeting space for large groups due to the construction of the 1st floor. Nancy will this work for you. Lisa.