

Message

**From:** Mindala Wilcox [/O=Inglewood/OU=CITY/cn=Recipients/cn=mwilcox]  
**on behalf of** Mindala Wilcox  
**Sent:** 11/20/2018 4:49:12 PM  
**To:** 'Catherine Aguilar' [catherine@trifiletticonsulting.com]  
**CC:** Lisa Trifiletti [lisa@trifiletticonsulting.com]; Christina Erwin [CErwin@esassoc.com]  
**Subject:** RE: IBEC: EIR Coordination 11/26-11/27 Room Reservation

We have the community room reserved for both days (all day) but have not yet specified how many seats and in what configuration. Can you please email Yulanda at [yparson@cityofinglewood.org](mailto:yparson@cityofinglewood.org) with the desired configuration? I have felt the U-shape has worked well and allows for best visibility of the screen and all attendees. Copy me and let her know that you are working with me to hold those Monday and Tuesday meetings. We will take care of bringing a large screen that can be hooked up to a laptop.

Let me know if there's anything else. Thanks.

Respectfully,

**Mindy Wilcox, AICP** : Planning Manager : City of Inglewood

Economic and Community Development Department

Planning Division : One Manchester Boulevard : Inglewood, CA 90301

V(310) 412-5230 : F(310) 412-5681 : [mwilcox@cityofinglewood.org](mailto:mwilcox@cityofinglewood.org)

**E**XCELLENCE in Public Service. **C**OMMITMENT to Problem Solving. **D**ETERMINATION to Succeed.



Please consider the environment before printing this email.

---

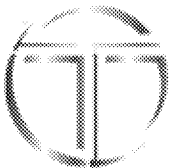
**From:** Catherine Aguilar [mailto:[catherine@trifiletticonsulting.com](mailto:catherine@trifiletticonsulting.com)]  
**Sent:** Tuesday, November 20, 2018 7:48 AM  
**To:** Mindala Wilcox <[mwilcox@cityofinglewood.org](mailto:mwilcox@cityofinglewood.org)>  
**Cc:** Lisa Trifiletti <[lisa@trifiletticonsulting.com](mailto:lisa@trifiletticonsulting.com)>; Christina Erwin <[CErwin@esassoc.com](mailto:CErwin@esassoc.com)>  
**Subject:** IBEC: EIR Coordination 11/26-11/27 Room Reservation

Hi Mindy,

I just wanted to check-in with you and confirm whether a room (along with a screen and computer hookups) has been reserved for our 11/26 and 11/27 Clippers meetings?

Thanks so much!

Best,



**Catherine Aguilar**

*Environmental Policy and Planning Associate*

Trifiletti Consulting, Inc

Office: 213-315-2121 ext 106

Cell: 562-900-5270

*This communication may contain privileged and/or confidential information and is intended for the sole use of addressee. If you are not the addressee you are hereby notified that any dissemination of this communication is strictly prohibited. Please promptly notify the sender by reply email and immediately delete this message from your system. Trifiletti Consulting, Inc. does not accept responsibility for the content of any email transmitted for reasons other than approved business purposes.*

