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**From:** Catherine Aguilar [catherine@trifiletticonsulting.com]  
**Sent:** 1/31/2019 2:44:25 PM  
**To:** loren@mcadvise.com; dennis@mcadvise.com; mwilcox@cityofinglewood.org  
**CC:** Lisa Trifiletti [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=fbbbee7cb080406fbcf82e283afaebf7-lisa]  
**Subject:** IBEC: EIR Coordination 2/4-2/5 Logistics

Hi Loren and Dennis,

I just wanted to give you to the heads up that I'll place the morning and lunch orders for our team meetings next week and will be using the card from Loren that we have on file. What is the head count for Monday and Tuesday?

Mindy, do we have a room reserved for next week?

Best,  
Catherine