From: Mindala Wilcox [mwilcox@cityofinglewood.org]
Sent: 11/20/2018 6:11:59 PM
To: Catherine Aguilar [catherine@trifiletticonsulting.com]; Yulanda Parson [yparson@cityofinglewood.org]
CC: Lisa Trifiletti [lisa@trifiletticonsulting.com]
Subject: RE: IBEC: EIR Coordination 11/26-11/27 Room Reservation

Hi Catherine,
Yulanda will need an estimate for the number of attendees by 10am on Wednesday. I would approximate that we'll have about 20-25. She only needs an estimate so facilities can ensure enough tables and chairs. Please confirm the number with her by 10am otherwise, she'll go with the 20-25 assumption. 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

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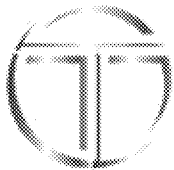
Please consider the environment before printing this email

From: Catherine Aguilar [mailto:catherine@trifiletticonsulting.com]
Sent: Tuesday, November 20, 2018 10:56 AM
To: Yulanda Parson <yparson@cityofinglewood.org>
Cc: Mindala Wilcox <mwilcox@cityofinglewood.org>; Lisa Trifiletti <lisa@trifiletticonsulting.com>
Subject: RE: IBEC: EIR Coordination 11/26-11/27 Room Reservation

Hi Yulanda,

Perfect.

Mindy and I are still working out the final number of attendees, but once we get confirmation, I will follow up you in an email.

Thanks so much, Yulanda!

Catherine Aguilar
Environmental Policy and Planning Associate
Trifiletti Consulting, Inc
Office: 213-315-2121 ext 106
Cell: 562-900-5270

From: Yulanda Parson <yparson@cityofinglewood.org>
Sent: Tuesday, November 20, 2018 10:52 AM
To: Catherine Aguilar <catherine@trifiletticonsulting.com>
Cc: Mindala Wilcox <mwilcox@cityofinglewood.org>; Lisa Trifiletti <lisa@trifiletticonsulting.com>
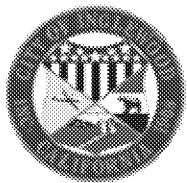**Subject:** RE: IBEC: EIR Coordination 11/26-11/27 Room Reservation

Hello Catherine,

Thank you for your e-mail!

Yes, I will make sure that we have the U-shape setup for your meetings. How many attendees are you expecting?

Thank you,

Yulanda R. Parson | Management Assistant
City of Inglewood | Human Resources Department
One West Manchester Boulevard | Suite 810 | Inglewood, CA 90301
Phone: (310) 412-5460 | Fax: (310) 330-5777
E-mail: yparson@cityofinglewood.org | Website: www.cityofinglewood.org

 Please consider the environment before printing this e-mail.

From: Catherine Aguilar [mailto:catherine@trifiletticonsulting.com]
Sent: Tuesday, November 20, 2018 10:43 AM
To: Yulanda Parson <yparson@cityofinglewood.org>
Cc: Mindala Wilcox <mwilcox@cityofinglewood.org>; Lisa Trifiletti <lisa@trifiletticonsulting.com>
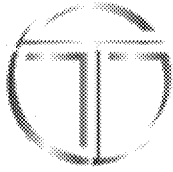**Subject:** IBEC: EIR Coordination 11/26-11/27 Room Reservation

Hi Yulunda,

I am working with Mindy Wilcox on the Clippers arena project, and we currently have the Community Room reserved all day for our Clippers meetings on 11/26-11/27.

I am reaching out to coordinate with you the configuration of the room set up. Would it be possible to have a U-shape set up for our meeting dates?

Many thanks in advance for all your help!

Best,

Catherine Aguilar
Environmental Policy and Planning Associate
Trifiletti Consulting, Inc
Office: 213-315-2121 ext 106
Cell: 562-900-5270