

Message

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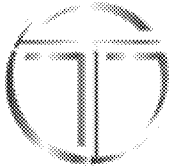
**From:** Catherine Aguilar [catherine@trifiletticonsulting.com]  
**Sent:** 11/20/2018 10:55:51 AM  
**To:** Yulanda Parson [yparson@cityofinglewood.org]  
**CC:** Mindala Wilcox [mwilcox@cityofinglewood.org]; Lisa Trifiletti [lisa@trifiletticonsulting.com]  
**Subject:** RE: IBEC: EIR Coordination 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

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**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,

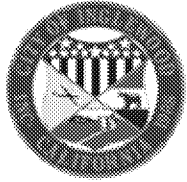
Thank you for your e-mail!

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](mailto:yparson@cityofinglewood.org) | Website: [www.cityofinglewood.org](http://www.cityofinglewood.org)

 Please consider the environment before printing this e-mail.



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**From:** Catherine Aguilar [<mailto:catherine@trifiletticonsulting.com>]  
**Sent:** Tuesday, November 20, 2018 10:43 AM  
**To:** Yulanda Parson <[yparson@cityofinglewood.org](mailto:yparson@cityofinglewood.org)>  
**Cc:** Mindala Wilcox <[mwilcox@cityofinglewood.org](mailto:mwilcox@cityofinglewood.org)>; Lisa Trifiletti <[lisa@trifiletticonsulting.com](mailto: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**

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