

Message

**From:** Catherine Aguilar [catherine@trifiletticonsulting.com]  
**Sent:** 11/20/2018 6:25:12 PM  
**To:** Mindala Wilcox [mwilcox@cityofinglewood.org]  
**CC:** Yulanda Parson [yparson@cityofinglewood.org]; Lisa Trifiletti [lisa@trifiletticonsulting.com]  
**Subject:** Re: IBEC: EIR Coordination 11/26-11/27 Room Reservation

Hi Mindy,

Noted.

I'll follow up with a phone call to Yulanda first thing tomorrow morning to confirm.

Best,  
Catherine

Sent from my iPhone

On Nov 20, 2018, at 6:12 PM, Mindala Wilcox <[mwilcox@cityofinglewood.org](mailto:mwilcox@cityofinglewood.org)> wrote:

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](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.

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**From:** Catherine Aguilar [mailto:[catherine@trifiletticonsulting.com](mailto:catherine@trifiletticonsulting.com)]  
**Sent:** Tuesday, November 20, 2018 10:56 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:** 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!

<image001.jpg>

**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](mailto:yparson@cityofinglewood.org)>

**Sent:** Tuesday, November 20, 2018 10:52 AM

**To:** Catherine Aguilar <[catherine@trifiletticonsulting.com](mailto:catherine@trifiletticonsulting.com)>

**Cc:** Mindala Wilcox <[mwilcox@cityofinglewood.org](mailto:mwilcox@cityofinglewood.org)>; Lisa Trifiletti <[lisa@trifiletticonsulting.com](mailto: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.

<image002.png>

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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 Yulanda,

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,

<image001.jpg>

**Catherine Aguilar**

*Environmental Policy and Planning Associate*

Trifiletti Consulting, Inc

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