

Message

From: Mindala Wilcox [mwilcox@cityofinglewood.org]
Sent: 11/20/2018 8:49:13 AM
To: Catherine Aguilar [catherine@trifiletticonsulting.com]
CC: Lisa Trifiletti [lisa@trifiletticonsulting.com]; Christina Erwin [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4dddbff2e8414460abdcaefc2d500dd-Christina E]
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 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

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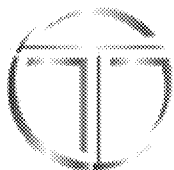
From: Catherine Aguilar [mailto:catherine@trifiletticonsulting.com]
Sent: Tuesday, November 20, 2018 7:48 AM
To: Mindala Wilcox <mwilcox@cityofinglewood.org>
Cc: Lisa Trifiletti <lisa@trifiletticonsulting.com>; Christina Erwin <CErwin@esassoc.com>
Subject: IBEC: EIR Coordination 11/26-11/27 Room Reservation

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

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