From:	GARTENBAUM Andrea
To:	HOUGH Merlyn
Cc:	HUEFTLE Max; LANIER Robbye
Subject:	FW: EQC: Presenters - please remember to come up a few minutes early for your item
Date:	Wednesday, March 19, 2014 8:54:48 AM
Attachments:	InternalAgenda.docx
Importance:	High

Merlyn,

Please see below from Stephanie.

Andrea Gartenbaum
Operations Division Rules Coordinator
Oregon Department of Environmental Quality
503-229-5946
gartenbaum.andrea@deq.state.or.us

From: CALDERA Stephanie
Sent: Wednesday, March 19, 2014 8:50 AM
To: LIVENGOOD David; CHAPMAN Cheyenne; WILES Wendy; PICKERELL Loretta; GRABHAM Cheryl; ALLAWAY David; BOUDOURIS Abby; ROYS Jim; MASON Palmer; PAPISH Uri; DOWNING Kevin; GARTENBAUM Andrea; OLUND Mandy; FOSTER Eugene P
Subject: EQC: Presenters - please remember to come up a few minutes early for your item
Importance: High

Hi, all.

The commission meeting has begun, and this is your heads-up on timing. The latest and greatest internal agenda is attached, and please note the timing for your item and be in EQC-A and ready to present 10-15 minutes prior to your listed time (just in case we're running early…it happens often). I will email you directly if there is a major time shift (earlier or later) as we progress through the meeting. For folks presenting tomorrow, I will let you know if anything moves up from the agenda and would shift items tomorrow (hopefully this won't happen, since I know many of the items have guests set for time-certain presentations). I appreciate everyone's responsiveness and flexibility during these meetings, as do the commissioners.

If you sent me slides (C, D, E, J and O) – I have them and they are on the machine ready to pull up. If anyone else has slides, please bring them up on a flash drive and know it will take a few minutes to load up the materials.

Gene and Andrea: Can you forward this to Peter and Merlyn? My system isn't picking up their names right now, oddly.

Thanks, and happy EQC!

- Stephanie