

From: Ruff, Emi <emiruff@amazon.com>
Sent: Thursday, January 17, 2019 10:35 AM EST
To: Liza Hodskins <lhodskins@arlingtonva.us>; Fava, Andrea <afava@amazon.com>
Subject: RE: Amazon team in DC on 1/18

Hi Liza!

I've gotten a sense of schedules for next week and wanted to see if Erik might be able to meet on Tuesday the 22^d. Andrea and Ardine will be out meeting with Libby Garvey from 10 AM – 10:30 AM. If Erik has time on either side of that, that would work perfectly, or we can look at other times.

Thanks so much,
Emi

Emi Ruff | Executive Assistant, Public Policy | Amazon
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From: Liza Hodskins <Lhodskins@arlingtonva.us>
Sent: Tuesday, January 15, 2019 11:26 PM
To: Fava, Andrea <afava@amazon.com>
Cc: Ruff, Emi <emiruff@amazon.com>
Subject: Re: Amazon team in DC on 1/18

Sounds good.

On Jan 15, 2019, at 8:45 PM, Fava, Andrea <afava@amazon.com> wrote:

Hi, Liza.

Thanks for the quick reply and flexibility! Unfortunately, they can't do Thursday. Why don't I loop back after the meetings this week when I should have additional info about future dates when they will be here again?

Thanks,

Andrea

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From: Liza Hodskins [<mailto:Lhodskins@arlingtonva.us>]
Sent: Tuesday, January 15, 2019 11:51 AM
To: Fava, Andrea <afava@amazon.com>
Cc: Ruff, Emi <emiruff@amazon.com>
Subject: RE: Amazon team in DC on 1/18

Hi, Andrea,

Unfortunately, Erik just cannot make it on Friday. If there is another time available, we can try to make that work. (For instance, Erik is free Thursday 11:30-1 and 2:30-4, and it's possible we could move some other things around that day).

FYI, generally he (and most of the board members) are here Tuesdays and Thursdays. Some of them have other jobs that take up the other days, and those are often difficult to move—but then sometimes we can, so feel free to ask.

Watch out for that black ice!

Liza

From: Fava, Andrea [<mailto:afava@amazon.com>]
Sent: Tuesday, January 15, 2019 10:47 AM
To: Erik Gutshall <egutshall@arlingtonva.us>
Cc: Liza Hodskins <Lhodskins@arlingtonva.us>; Ruff, Emi <emiruff@amazon.com>
Subject: Amazon team in DC on 1/18

Dear Erik,

Our Vice President of Global Real Estate, John Schoettler, and Vice President for HR, Ardine Williams, will now both be in Arlington later this week. Any chance you would be available to meet with us the morning of January 18?

John's team is leading the effort on the design and development of our new headquarters. Ardine will lead our workforce development efforts for our new headquarters. I know they would appreciate the opportunity to meet with you if your schedule allows.

If not, we'll ensure we find another time for this.

Very best,

Andrea

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