

FOIA MARKER

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Collection/Record Group: Clinton Presidential Records

Subgroup/Office of Origin: National Service

Series/Staff Member: Shirley Sagawa

Subseries:

OA/ID Number: 24268

FolderID:

Folder Title:

Calendars - Sagawa - February 1994

Stack:

S

Row:

66

Section:

1

Shelf:

9

Position:

2

February 15, 1994
Tuesday
SAGAWA-MONTHLY

8 AM		3 PM	3:30 PM brief mtg w/ Barbara Agresti Mike K.
9 AM	9:15 AM Senior Staff Mtg	4 PM	4:00 PM brief mtg w/ Nancy Rubin 4:30 PM return phone calls B. Agresti Re: leadership pool
10 AM	10:00 AM Mtg w/Eli, Judy Denny -you know what this is about 10:30 AM One-on-One w/Eli	5 PM	5:30 PM mtg w/ JVG Jim Kandler (5 min) Regard: his move to VISTA
11 AM	11:30 AM mtg w/ JVG, Larry K. re: management consultant	6 PM	
12 PM	12:30 PM lunch w/ Jack	7 PM	
1 PM	1:30 PM desk time	8 PM	
2 PM	2:00 PM mtg/Eli, RA, CM, JS - re: merger	9 PM	

February 16, 1994
Wednesday
SAGAWA-DAILEY

8 AM		3 PM	3:00 PM mtg w/ Bruce Cohen re: future 3:30 1 mtg w/cm
9 AM	9:15 AM Senior Staff Mtg	4 PM	4:00 PM answer phone calls 4:30 PM mtg w/Eli re state issues
10 AM	10:00 AM mtg w/David O. re: apprvl of st comm admin funds 10:30 AM mtg w/Phyllis Segal, MC, and CM--your office	5 PM	5:30 PM mtg w/Jane Marsh re: leadership pool
11 AM		6 PM	6:00 mtg w/ Rich Lee - your request. If this is too much let me know if I can reschedule for tomorrow.
12 PM	12:00 PM mtg w/Chuck S re: pvt sec cmte workgrp	7 PM	
1 PM	1:00 PM lunch w/Jack	8 PM	
2 PM	2:00 PM desk time 2:30 David O - re: Henkel/ Kreidler Smith	9 PM	

last update

~~5:20 pm~~

~~2/16~~ 9:00 am
2/17

February 17, 1994

Thursday

SAGAWA-DAILY

8 AM		3 PM	
9 AM	9:15 AM Senior Staff Mtg	4 PM	4:00 PM mtg w/K.I.D. w/ Alfred he will prep you for tomorrow's mtg w/ Ann Calile
10 AM	10:00 AM mtg w/ Sue Layman re: organizational issues	5 PM	5:30 PM discuss filing system VSB Briefing. Sandra + Kate
11 AM	11:00 AM mtg w/JVG, Stephan, me	6 PM	
12 PM	12:30 PM Lunch w/ Jack	7 PM	
1 PM	1:00 PM desk time and return calls mis mtg	8 PM	
2 PM	2:30 PM MIS program mtg - 8th floor conf room 200 Leadership Pool mtg.	9 PM	

February 18, 1994
Friday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM child care mtg w/Diana L, Mike K, Sarah W
9 AM	9:15 AM Senior Staff Mtg	4 PM	4:00 PM Mtg w/ Ann Cahill (Eli's office)
10 AM		5 PM	5:00 PM mtg w/ Clara Shin
11 AM	11:00 AM Appt. w/Dr. Kesselman	6 PM	
12 PM	12:00 PM Mtg/Teleconf re training & tech asst strategy- CM <i>(you can float in and out of this)</i>	7 PM	
1 PM		8 PM	
2 PM	2:30 PM Mtg w/ Atul (1/2 hour)	9 PM	

Terry
7974805

am

February 22, 1994
Tuesday
 SAGAWA-DAILY

8 AM		3 PM	3:15 - mtg w/CM & S.S. : overlapping responsibilities
9 AM	9:15 AM Senior Staff Mtg	4 PM	4:00 PM mtg w/JFK, Jr.
10 AM	10:00 AM - 12:00 Office Hours	5 PM	5:30 PM mtg w/ST
11 AM		6 PM	6:00 PM organize files
12 PM	12:30 PM lunch w/Jack	7 PM	
1 PM	1:30 PM return phone calls	8 PM	
2 PM	2:00 PM return phone calls 2:30 PM mtg w/GB, Inc.	9 PM	

February 23, 1994
Wednesday
SAGAWA-DAILY

8 AM		3 PM	3:30 PM T/A Funding mtg-CM, LN - CM's office
9 AM	9:15 AM Senior Staff Mtg	4 PM	4:30 PM Weekly mtg w/CM
10 AM		5 PM	5:30 PM desk time
11 AM	11:00 AM mtg w/JVG	6 PM	
12 PM	12:00 PM lunch w/Jack	7 PM	
1 PM	1:00 PM Mtg w/ Gene Sofer	8 PM	
2 PM	2:00 PM return phone calls	9 PM	

February 24, 1994
Thursday
SAGAWA-DAILY

8 AM		3 PM	3:30 PM mtg w/Kate - Dispute resolution, etc.
9 AM	9:15 AM Senior Staff Mtg	4 PM	4:30 PM mtg w/MC and managemt consultant
10 AM	10:30 AM Final T/A mtg - CM's office	5 PM	5:30 Mike K - grant management/participant educ. award allotments
11 AM	11:00 AM mtg w/UofM profs per Stroud (Eli's conf rm)	6 PM	
12 PM	12:00 PM mtg w/CM	7 PM	
1 PM	1:00 PM Lunch w/Rick	8 PM	
2 PM	2:00 PM leadership pool mtg <i>8th fl. conf room</i>	9 PM	

Janet Out

February 25, 1994
Friday
SAGAWA-DAILY

8 AM		3 PM	3:30 PM mtg w/Eli (per MC) How VISTA fits into Americorps
9 AM	9:15 AM Senior Staff Mtg	4 PM	4:30 PM mtg w/Elain Zimmerman (CT Comm on Children)
10 AM	10:00 AM Nat'l Assoc of Child Care conference	5 PM	5:30 PM mtg w/Lorne 5:30 - Terry would like to discuss an urgent matter with you.
11 AM		6 PM	
12 PM	12:00 PM brown bag lunch w/Eli and SOS team	7 PM	
1 PM	1:00 PM HOLD - mtg w/Eli re: VISTA per MC	8 PM	
2 PM	2:00 Brief mtg w/G. Sofer (you know what this is about) 2:30 Brief (5min) mtg w/Phyllis	9 PM	

& Miriam re Recruitment for current vacancies.

* Sorry today is so booked, but everyone has important stuff. let me know if I can do anything to make the day run smoothly! Dm

February 28, 1994
Monday
SAGAWA-DAILY

8 AM		3 PM	3:30 PM conf call w/Tom Ehrlich (until 5?)
9 AM	9:15 AM Senior Staff Mtg	4 PM	4:00 PM IPR mtg per L. Heffner
10 AM	10:00 AM mtg w/Diana - Forum	5 PM	5:00 PM meet w/JVG
11 AM	11:00 AM MIS mtg - issues briefing - 10th fl conf rm 12:00 - 5 min w/DAVID GURR	6 PM	
12 PM	12:00 PM lunch w/Jack	7 PM	
1 PM	1:00 PM return phone calls	8 PM	
2 PM	2:00 PM desk time	9 PM	

February 28, 1994
Monday
SAGAWA-DAILY

8 AM		3 PM	3:30 PM conf call w/Tom Ehrlich (until 5?)
9 AM	9:15 AM Senior Staff Mtg	4 PM	4:00 PM IPR mtg per L. Heffner
10 AM	10:00 AM mtg w/Diana - Forum	5 PM	5:00 PM meet w/JVG <i>A. Ramirez</i>
11 AM	11:00 AM MIS mtg - issues briefing - 10th fl conf rm	6 PM	
12 PM	12:00 PM lunch w/Jack <i>David Gurr Smith</i>	7 PM	
1 PM	1:00 PM return phone calls	8 PM	
2 PM	2:00 PM desk time <i>3:00 A. Ramirez</i>	9 PM	