

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 - September 1995

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Row:

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Section:

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Shelf:

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Position:

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Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. email	Susan Stroud to Shirley Sagawa; re: Update; Personal (Partial) (1 page)	08/07/1995	b(6)

COLLECTION:

Clinton Presidential Records
National Service
Shirley Sagawa
OA/Box Number: 24268

FOLDER TITLE:

Calendars - Sagawa - September 1995

2013-0661-F

jp4956

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
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- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

September 1995

Divider Title: _____

Sagawa, Shirley

September 1995						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
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Monday, September 04, 1995

8:00		7:30AM AVELINA ON VACATION
8:30		
9:00		
9:30		
10:00		
10:30		
11:00		
11:30	H	
12:00	O	
12:30	L	
1:00	I	
1:30	D	
2:00	A	
2:30	Y	
3:00		
3:30		
4:00		
4:30		
5:00		
5:30		
6:00		

1:22PM Monday, August 21, 1995

723-2979

Conference Call

1:30 9/5/95

Sue Lehman

212-873-7492

Catherine
Milton

415-561-5950

X122

conference room Schiller ~~the~~
interviews

Sagawa, Shirley

September 1995						
S	M	T	W	T	F	S
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Tuesday, September 05, 1995

8:00	AVELINA ON VACATION SEPTEMBER 5-8	
8:30		
9:00		
9:30		
10:00	Exec Dir Team Leaders Room 9520	
10:30		
11:00	Marlene Zakai	
11:30	Diana Algra weekly <i>cancel</i>	
12:00		
12:30		
1:00	<i>Pitosovski</i> Jim Potoski + Alan Low Patton 703-836-4880 from Natl Service Community Coalition <i>re: Natl Serv on the Hill</i>	
1:30	<i>Conference Call</i>	
2:00	<u>2-5 P.M. Mock hearing for Harris W</u>	
2:30	Conference call with Susan S/Cecilia /Sue Lehman & Catherine re early childhood	
3:00	3:15 Interview re training w/Tracy G & Sherry Schiller	
3:30		
4:00	Don Mathis (15 min)	
4:30		
5:00	<i>→ Terry Russell, Rich Alan, Jay re: The American Prospect</i> Don Mathis (15 min) re Atlanta <i>handicapped fund</i> <i>conf next week</i>	
5:30		
6:00		

(415)561-5950
x122
Call Catherine
@ noon for
conference call.

in Shirley's office

in Shirley's conf room
The American Prospect
handicapped fund
conf next week

Sagawa, Shirley

September 1995						
S	M	T	W	T	F	S
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Tuesday, September 05, 1995

8:00		
8:30		
9:00		
9:30		
10:00	Exec Dir Team Leaders Room 9520	
10:30		
11:00	Mortimer Zakai	
11:30	Diana A. Gelfand w/ Jerry & Mike	
12:00	Diana A weekly	
12:30		
1:00		
1:30		
2:00	- 5 pm mock hearing for Harris Wofford	
2:30	Sharon S / Cecilia C w/ Sue Lehman & Catherine	
3:00	3:15 w/ Dr. Scheller & Tracy G	
3:30		
4:00		
4:30		
5:00		
5:30		
6:00		

Arlene on
VAC 5-8
✓

submit minutes forward
to Shirley

early check board for
Seminars

2

Questions for Shirley:

① Is she going to be @ all the ~~Shirley~~ Schiller Strategic Planning Sessions next week (6th, 7th, 8th)? yes

* interferes w/Harris Mock Trial on Wednesday ↴

*

yes
def.

Sagawa, Shirley

September 1995

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not vacation

Wednesday, September 06, 1995

8:00		
8:30		
9:00	9:15 Eli's Executive Staff Room 9520	
9:30	<i>Schiller Group</i>	<i>9:30 - 11:30 am</i>
10:00		<i>15:20</i>
10:30	<i>10 - 2 pm mock hearing w/ Harris Wopner</i>	
11:00	<i>Susan Schwickel (attached)</i>	<i>Rm 9520</i>
11:30		<i>cancel post pm to</i>
12:00		
12:30		
1:00	<i>Karen / Sherry / Peg strategic planning</i>	
1:30		
2:00	<i>Karen on update project</i>	
2:30		
3:00		
3:30		
4:00		
4:30		
5:00		
5:30		
6:00		

12:57PM Tuesday, July 11, 1995

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
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001. email	Susan Stroud to Shirley Sagawa; re: Update; Personal (Partial) (1 page)	08/07/1995	b(6)
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Clinton Presidential Records
National Service
Shirley Sagawa
OA/Box Number: 24268

FOLDER TITLE:

Calendars - Sagawa - September 1995

2013-0661-F
jp4956

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CLINTON LIBRARY PHOTOCOPY

Sagawa, Shirley

From: Stroud, Susan
To: Sagawa, Shirley
Subject: update
Date: Monday, August 07, 1995 1:52PM
Priority: High

8/10/95
Susan discussed

(b)(6)

3. K-12 SPO: Spoke with Calvin this morning and asked him to serve as acting SPO, which he agreed to. He is consulting with staff re a plan we can give Personnel later this week for advertising the position. Ruby, Calvin and I are going to meet to discuss distributing Ruby's workload; the entire K-12 staff will meet on Friday to discuss all of this. I also have a L&SA staff meeting this week to go over a lot of things and to try to build some team spirit across the staffs.

4. EZs: I sent you an email this weekend about wanting to remain the point person for EZs. We should discuss this and Tim's responsibility/reporting line on EZs. Also, Olympics, etc.

5. OFP reorganization meeting: we should have a meeting this week with OFP staff to go over shanges. I don't want you to have to do this while I'm out.

Has Eli signed off on your memo? I have to changes to recommend to the memo: a) I should be the point person for EZs, and b) Steve should work with Karen Hallerman half time (not full time - it's not clear in the memo) and spend the other half time on SHP and contact with agencies. This means letting go of doing anything with military conversion, school to work, etc. (none of which he has done anyway).

6. Cecilia's job: I know from talking to her this weekend that you discussed her salary history, sched C appt and job responsibilities. I've asked her to write up the job responsibilities based on the conversations you and I have had with her. Can we get this done this week?

7. mentoring: I've asked Cecilia to write you a memo about what we've been doing on mentoring because I realized after getting the material from Amii that you probably don't know.

8. Do you know Jeremy Rifkin? What's your opinion? Apparently he was on the Diane Rhym (?) show this week talking about his new book and got into a discussion about community service/service-learning. Before I contact him I want to make sure he's OK.

[001]

Sagawa, Shirley

September 1995						
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Wednesday, September 06, 1995

8:00	AVELINA ON VACATION SEPTEMBER 5-8
8:30	
9:00	
9:30	Schiller Strategic Planning Room 9520
10:00	10-12 Harris Wofford Mock hearing.
10:30	
11:00	
11:30	
12:00	Lunch w/ Sherry
12:30	
1:00	Karen H/Peg R & Sherry S re strategic planning
1:30	
2:00	Karen H project update
2:30	Mark Miller & Karen H. re: publications
3:00	Miriam Parel & Eli re: The Partnership in Eli's conf room
3:30	3:30 state ED's meeting
4:00	Peter H, Ann M, Chris M re: state ED's meeting in Shirley's conf room
4:30	Jim Scheibel re: Hope VI update in Shirley's office
5:00	
5:30	
6:00	

Call Brian T →
re: Internet meeting
Call back agenda - give Jimmie ext.

Terry has a quest about calc of disability
12:00
3 questions
see memo

Eli wants an hour

4-5pm Eli

Sagawa, Shirley

September 1995						
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Wednesday, September 06, 1995

8:00	AVELINA ON VACATION SEPTEMBER 5-8
8:30	
9:00	
9:30	Schiller Strategic Planning Room 9520
10:00	} 10-12 Harris Wofford Mozk Hearing
10:30	
11:00	
11:30	
12:00	Lunch with Sherry
12:30	
1:00	Karen H/Peg R & Sherry S re strategic planning
1:30	Karen H project update
2:00	Karen H w/Mark Miller re:publications
2:30	Mike Russell re:Youth and Violence seminar
3:00	Miriam Parel & Eli re:The Partnership in Eli's conf room
3:30	Diana Algra, Ann M, Chris M, Peter H - state EP's conference
4:00	Meeting with Eli
4:30	
5:00	
5:30	
6:00	

1:26PM Wednesday, September 06, 1995

*Diana Alagna
wants
a 1/2 hour*

Sagawa, Shirley

September 1995						
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Wednesday, September 06, 1995

8:00	
8:30	
9:00	
9:30	Schiller Strategic Planning Room 9520
10:00	<i>10/2 Mock Hearing w/Harris Wofford</i>
10:30	
11:00	
11:30	
12:00	
12:30	
1:00	Karen H/Peg R & Sherry S re strategic planning
1:30	
2:00	Karen H project update
2:30	
3:00	<i>Karen H project update held 3:00 for Jim Scheibel</i>
3:30	<i>Susan S biweekly (see email note) in Shirley's office</i>
4:00	<i>Ann Moira, Peter H, Chris Merged to Thurs</i>
4:30	<i>Jim Scheibel re: Hope VI Update</i>
5:00	
5:30	
6:00	

cancel to 2:00p
re: the Partnership Eli's conf room Eli + Miriam
State Ed's meeting

get info from
1 Cecilia-341

Sue Lehmann
1:30 pm

212-873-7583

212-873-7492

415-857-9250
Catherine
415-561-5950

202-494-3413 X122
John - in
w/Crista

Nicole -
Go through
for Shirley

Sagawa, Shirley

September 1995						
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Thursday, September 07, 1995

8:00	AVELINA ON VACATION SEPTEMBER 5-8	7:30AM Wofford's hearing
8:30		
9:00	Wofford Hearing <i>9:30-10:30am</i>	
9:30		
10:00		
10:30		<i>→ Grace will try back</i>
11:00	Jim Scheibel & Tom Endres monthly	
11:30	Jim Scheibel re: Hope VI	
12:00	Lunch with Susan S. - meet at Susan's office	
12:30		
1:00	10:15 a.m. Karen H w/Rick & others re opening events Room 9607	
1:30		
2:00	Schiller Strategic Planning 9520 <i>2-4 pm</i>	<i>→ have Shirley's memo</i>
2:30		
3:00		
3:30		
4:00	<i>Catherine Miltor calling in</i>	
4:30	<i>4:25 Tracy</i>	
5:00		<i>waiting for lead as for description from K. Hallman</i>
5:30		
6:00		

1:17PM Wednesday, September 06, 1995

Sagawa, Shirley

Waters plants ✓

September 1995						
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Friday, September 08, 1995

8:00	AVELINA ON VACATION SEPTEMBER 5-8
8:30	
9:00	
9:30	Schiller - Strategic Planning in Room 9520
10:00	
10:30	
11:00	
11:30	White House Mtg w/ Jim Joseph & religious leaders <i>Peg Rosenberry</i>
12:00	
12:30	
1:00	
1:30	Internet Meeting in Room 9520
2:00	
2:30	
3:00	Mark Miller & Bruce Cohen re: recruitment brochures in your office
3:30	Party for Chuck Supple in 9520
4:00	
4:30	
5:00	
5:30	
6:00	

Call Peg re: Shirley memo

I have Shirley's \$20.00.

Diana Allgra until 11:45

remind Janet: Brian T calling in.

left mess to move earlier

→ starts at 3:00pm

Thompson, Avelina

From: Lamphear, Laura
To: Scheibel, James A.; Hallerman, Karen; Allen, Rick; Sagawa, Shirley; Coles, Malcolm; Taylor, Rhonda@CNCS MS Mail Se; Hudson, Melinda@CNCS MS Mail S; Algra, Diana@CNCS MS Mail Serv; Toscano, J@CNCS MS Mail Server
Cc: Thompson, Avelina; Walker, Elinor; McLaughlin, Karen R.; Brown, Mary; Spitale, Nicole
Subject: FW: Opening Events Task Force Meeting
Date: Tuesday, September 05, 1995 3:27PM
Priority: High

The meeting for the Opening Events task force has been rescheduled to 1:00 on Thurs., 9/7. Hope you all can make it.

From: Lamphear, Laura
To: Sagawa, Shirley; Allen, Rick; Scheibel, James A.; Algra, Diana@CNCS MS Mail Serv; Coles, Malcolm; Hudson, Melinda@CNCS MS Mail S; Taylor, Rhonda@CNCS MS Mail Se; Toscano, J@CNCS MS Mail Server; Hallerman, Karen
Cc: Thompson, Avelina; McLaughlin, Karen R.; Walker, Elinor; Brown, Mary
Subject: Opening Events Task Force Meeting
Date: Wednesday, August 30, 1995 4:09PM

The next Opening Events task force meeting is scheduled for September 7th from 10:15-10:45, in room 9607.

Sagawa, Shirley

September 1995						
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Monday, September 11, 1995

8:00		
8:30		
9:00	9:15 Eli's Senior Staff Room 9520 (Shirley on reauthorization process)	
9:30		
10:00		
10:30		
11:00	Carolyn Cari & Tracy re: prgm mgmt system development	
11:30		
12:00		
12:30		
1:00	Reauthorization Room 8410 re:Trust Fund	
1:30		
2:00		
2:30		
3:00		
3:30		
4:00		
4:30		
5:00		
5:30		
6:00		

5:55PM Monday, September 11, 1995

Welcome Back Avelina!

Sagawa, Shirley

September 1995						
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Monday, September 11, 1995

8:00	
8:30	
9:00	9:15 Eli's Senior Staff Room 9520
9:30	Shirley speaking on the reauthorization process.
10:00	
10:30	Jessica & Tracy - Review Subtitle H Dollars Cancelled.
11:00	Carolyn Cari & Tracy re: prgm mgmt system development
11:30	
12:00	
12:30	
1:00	Reauthorization Room 8410 re: Trust Fund
1:30	
2:00	
2:30	
3:00	
3:30	
4:00	
4:30	Karen H & Peg R re: Annual Plan available earlier if results understood
5:00	
5:30	
6:00	

Rick's training for Prgm staff
re: 1:00

Sagawa, Shirley

September 1995						
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Tuesday, September 12, 1995

8:00		
8:30		
9:00		
9:30		
10:00	Exec Dir Team Leaders Room 9520	
10:30		
11:00	Mal Coles Monthly	
11:30	Peter H (Diana's weekly)	
12:00		
12:30		
1:00	Bill Salisbury re NCCC recruitment (xl46)	
1:30		
2:00	Karen H surprise room 9607	
2:30	Jim S & Diana L monthly	
3:00		
3:30		
4:00		
4:30		
5:00		
5:30		
6:00		

5:17PM Tuesday, September 12, 1995

Spitale, Nicole

From: Brown, Mary
To: Thompson, Avelina; Spitale, Nicole
Subject: nat training mtg with Shirley
Date: Wednesday, September 06, 1995 11:47AM

Jim Scheibel, Kathi Dennis, Tess Scannell, and a couple other folks from their staffs would like to meet with Shirley regarding the national training conference.

Jim is available: Wednesday, Sep 13 anytime after 11:30
Thursday, Sep 14 between 12:30 and 5:00
Friday, Sep 15 anytime other than the meeting he
already has scheduled with Shirley

Thanks!

AGENDA
1995 STATE COMMISSION EXECUTIVE DIRECTORS MEETING

September 13-16, 1995
Key Bridge Marriott, Rosslyn, Virginia

Wednesday, September 13, 1995

3:00pm-6:00pm	Registration
4:00pm-6:00pm Jefferson Room	Meeting of State E.Ds with Learn & Serve K-12 Grants
6:00pm Francis Scott Key Ballroom	Reception
7:00pm-9:30pm Francis Scott Key Ballroom	Dinner: Celebrating AmeriCorps: Year One •M.C.: Marilyn Smith, Executive Director, MD Commission •Keynote: Dr. Reatha Clark King President, General Mills Foundation Board Member, Corporation for National Service •"Roast" •Special Guests •Eli Segal •James Josephs •Harris Wofford

Thursday, September 14, 1995

8:00am-8:30am Francis Scott Key Ballroom	Continental Breakfast and Informal Networking
8:45am-9:15am Francis Scott Key Ballroom	Overview of Agenda and Introductions M.C.: Lynn Thornton, Executive Director, GA Commission
9:15am-10:15am Francis Scott Key Ballroom	National Service Past, Present and Future •Shirley Sagawa, Executive Director, CNS •Eli Segal, CEO, CNS •Harris Wofford

10:15am-10:30am

Break

10:30am-11:30am

Francis Scott Key Ballroom

Celebrating Our Successes in Year One

M.C.: Ressie Walker, Executive Director, D.C. Commission

Each E.D. will have one minute to describe their greatest success or proudest accomplishment over the past year which demonstrates why national service is so important.

11:45am-1:00pm

Francis Scott Key Ballroom

From Policy to Program and Back

M.C.s: Bill Basl, Executive Director, Washington Commission and Marlis Miller, Executive Director, Oregon Commission

Trish Thomson, will offer brief comments about the National Performance Review and its work as context for this session.

Following Trish, Bill Basl and Marlis Miller will present "From Program to Policy and Back," the white paper they have developed which addresses strategies for building a stronger relationship between the Corporation and State Commission Executive Directors. A discussion about implementation will follow.

1:15pm-2:15pm

The View

Lunch:

Awards Presentations at Renewal Meetings

2:30pm-4:30pm

Small Working Groups on Issues

E.D.s will self-select into small groups to discuss the following topics. Each group will develop a document outlining a set of preliminary suggestions or key points to be shared with the whole group on Friday morning as a basis for a continuing dialogue on these issues. White papers may be developed as a result of the discussions.

Madison Room

Francis Scott Key A

•Evaluation of State Commissions

•Partnerships with National Directs

Francis Scott Key A	•Use of T/TA Providers
Francis Scott Key B	•Communications and Information Flow
Francis Scott Key B	•Guidelines for Monitoring and Site Visits
Francis Scott Key B	•Building Linkages with other National Service Programs

4:30pm-4:45pm	Break
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4:45pm-6:00pm	The Role of State Commissions in Disability Funds and Subtitle H Programs
Francis Scott Key Ballroom	M.C.: Nancy Deaver, Executive Director, OK Commission
	Presenters:
	Peg Rosenberry, Director, Program Planning and Development
	Nancy Talbot, Program Planning and Review Manager
	Michael Morris, Project Executive, United Cerebral Palsy Associations
	Susan Finisdore, Project Director, United Cerebral Palsy Associations

6:00pm-8:00pm	Dinner on Your Own
---------------	--------------------

8:00pm-10:00pm	Optional Time for Small Working Groups
Francis Scott Key Ballroom	

Note: Facilitators should be ready to give documents from Working Group discussions outlining key points to CNS staff for duplication no later than 10pm.

Friday, September 15

7:30am-8:30am	Continental Breakfast
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Francis Scott Key Ballroom	•Thursday Working Groups to review progress
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Madison Room	•Meeting of 14 State E.D.s with Learn and Serve Higher Ed AmeriCorps Demonstration Projects
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Virginia	New Hampshire
California	Oregon
Indiana	New Mexico
Ohio	Nevada
Arkansas	New York
Colorado	Washington D.C.

Texas

West Virginia

8:30am-9:30am
Francis Scott Key Ballroom

Working Group Reports on Key Points and Next Steps

9:30am-10:30am
Francis Scott Key Ballroom

Overview of State Commission Application and Other Grants Issues

M.C.: Randi Shade, Executive Director, TX Commission

Presenter: Mike Kenefick, Director, Grants and Contracts, CNS

10:30am-10:45am

Break

10:45am-12:15am
Francis Scott Key Ballroom

Reauthorization Update and Public Relations Strategies

M.C.: Pat Kells, Executive Director, KS Commission

Presenters: Shirley Sagawa, Executive Director, CNS

J. Toscano, Director of Public Affairs, CNS

12:30pm-1:30pm
The View

Lunch:
Opening Day Plans

1:45pm- 2:45pm
Francis Scott Key Ballroom

Public-Private Partnerships

CNS staff will present an update on the Corporation's efforts with corporations and foundations. They will also offer guidance on effectively marketing AmeriCorps to corporations.

M.C.: Amy Warner, Executive Director, IN Commission

Presenters: Melinda Baskin Hudson, Director of Public Liaison

Mark Feldman, Private Sector Initiatives

3:00pm-3:30pm
Francis Scott Key Ballroom

Overview of the Ford Foundation Plan

Presenters: Frank Dirks, Executive Director, MI Commission

Joe Madison, Independent Consultant

3:30pm-6:30pm

Cluster Caucuses

Following the presentation on the Ford Foundation plan, clusters will meet to do the following:

- Identify the best administrative and program support practices among state commissions.
- Share the best quality materials developed by state commissions such as: program monitoring guides and protocols, contract manuals, program evaluation tools, program quality standards, and program training and development curriculum.
- Establish peer resource leaders for continuing guidance in specific topic areas.
- Trouble shoot challenges and opportunities in establishing administrative systems for state commissions (what's working and what's not.)

Each cluster will develop an information resource list in the areas above.

6:30pm-?

Dinner On Your Own

Saturday, September 16

8:30am-9:30am

Francis Scott Key Ballroom

Report out by Cluster/Share resource lists

Facilitator: Joe Madison, Independent Consultant

9:30am-11:30am

Small Groups on State Policy Issues

E.D.s will meet in mixed groups to identify and develop program/policy connections to other current or proposed state initiatives in education, youth development, job training, community development, social welfare and volunteerism.

Each group will identify a point person to develop a white paper on their top policy issue. Where more than one group chooses the same policy topic, the groups' point

people can work together or the groups may select a second issue.

11:30am-12:30pm

Francis Scott Key Ballroom

Report Out

Groups will come together to report out on their issues and progress. Final selections will be made here. The issue papers will be due for everyone in time for the next E.D. meeting.

Facilitator: Joe Madison

12:30pm-1:00pm

Wrap Up/Closing

Thompson, Avelina

From: Connolly, AnnMaura
To: Thompson, Avelina
Subject: Newest agenda for State E.D.s
Date: Tuesday, September 12, 1995 12:20PM

<<File Attachment: agenda.state eds>>

Hi--sorry I didn't get this to you yesterday. Also, I need to know if Shirley will be attending the Opening Dinner of the State E.D.s meeting tomorrow evening. It begins with a reception at 6pm and the actual dinner begins at 7pm.

Please let me know so I can include her in the count for the hotel.

THANKS

Sagawa, Shirley

September 1995						
S	M	T	W	T	F	S
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Wednesday, September 13, 1995

8:00	EXEC DIRECTOR CONFERENCE SEPT 13-16
8:30	
9:00	
9:30	Eli's Executive Staff Eli's Conf Room (Son strategic planning)
10:00	
10:30	
11:00	
11:30	Harris Wofford w/Melinda & Gary re:POLF in Harris' office (rm 8505)
12:00	
12:30	
1:00	Shirley & National Program Staff (location TBA)
1:30	
2:00	Margaret McLaughlin & TG re:planning ideas
2:30	
3:00	Laura Gassner monthly meeting
3:30	
4:00	Lance, Trish & TG re:T/TA selecting a provider
4:30	
5:00	
5:30	
6:00	Reception & Francis Scott Key Ballroom, Key Bridge Marriott Hotel

12:30 Rm 8410
Budget Review mtg

~~ASK Laura for her~~

5:52PM Tuesday, September 12, 1995

Thompson, Avelina

From: Marshall, Jessica
To: Sagawa, Shirley; Thompson, Avelina; Gray, Tracy; Marchione, Janna
Subject: FW: Budget Review Meeting
Date: Monday, September 11, 1995 11:16AM

I'm available anytime after 10:30- when can Tracy go, and Shirley if she wants to? I'll give you the copies of the review forms tomorrow morning when I turn them in.

From: Martini, Sandra on Mon, Sep 11, 1995 10:50 AM
Subject: Budget Review Meeting
To: Marshall, Jessica

As you know, we want issue Plan IV budgets very quickly after the end-of-year budget review (forms are due today).

Would it be possible for you to meet on Wednesday, September 13th from ~~10:30am - 12:30pm~~ 12:30-1:30pm to go over your offices? We'd like a maximum two-hour timeframe Wednesday before 4:00pm if possible.

Please invite whoever you think is necessary. Thanks.

9/11
Shirley
9/13
12:30-1:30 pm
Rm 8410
Your schedule is tight, but
you may want/need to
attend some of this
not G. Actually, you
have very little time.

Tracy will be
attending

I'd like to attend

Sagawa, Shirley

September 1995						
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Thursday, September 14, 1995

8:00	
8:30	
9:00	9:15 am -10:15 a.m. State EDs Conference, Francis Scott Key Ballroom, Key Bridge Marriot, Rosslyn, VA Speaking on National Service history
9:30	
10:00	
10:30	
11:00	
11:30	
12:00	
12:30	
1:00	
1:30	Laura Gassner monthly
2:00	<i>Bruce C & Gretchen re Recruitment Restructuring & Training</i>
2:30	Eli and Rick on recruitment restructuring in Eli's conf. room
3:00	Miriam Parel re the Partnership
3:30	
4:00	
4:30	
5:00	Harris W re YSA briefing
5:30	
6:00	

5:24PM Wednesday, September 13, 1995

Sagawa, Shirley

September 1995						
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Friday, September 15, 1995

8:00	
8:30	
9:00	
9:30	
10:00	
10:30	10:45 - 12:15 State ED's Conference at Key Bridge Marriot at the Francis Scott Key Ballroom in Rosslyn, VA,
11:00	<i>re authorization update</i>
11:30	
12:00	
12:30	
1:00	
1:30	Eli/Gary/Mike Kenefick in Shirley's conf room.
2:00	Jim S and Tim S monthly meeting
2:30	<i>Eli/Gary/mike K in Shirley's conf. room</i>
3:00	
3:30	Conference Call w/religious leaders, Eli & Jim Joseph in Eli's office <i>in Eli's conf room</i>
4:00	
4:30	Don S, Rick A, Gary K, Larry W on restructuring plan in Shirley's conf room
5:00	
5:30	
6:00	

4:56PM Thursday, September 14, 1995

Sagawa, Shirley

September 1995

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Friday, September 15, 1995

8:00	
8:30	
9:00	
9:30	
10:00	
10:30	10:45 - 12:15 State ED's Conference at Key Bridge Marriot at the Francis Scott Key Ballroom in Rosslyn, VA, Reauthorization update
11:00	
11:30	
12:00	
12:30	
1:00	
1:30	
2:00	Jim S and Tim S monthly meeting
2:30	Eli/Gary/Mike Kenefick in Shirley's conf room
3:00	
3:30	Conference Call w/religious leaders, Eli & Jim Joseph in Eli's office BE ON TIME
4:00	
4:30	Don S, Rick A, Gary K, Larry W on restructuring plan in Shirley's conf room
5:00	
5:30	
6:00	

10:56AM Friday, September 15, 1995

Sagawa, Shirley

September 1995

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Monday, September 18, 1995

8:00	AVELINA OUT IN AM
8:30	
9:00	9:15 Eli's Senior Staff Room 9520
9:30	
10:00	
10:30	Margaret McL & Tracy re Agency plans
11:00	Miriam P re Partnership
11:30	Fran Butler and Tom E to brief
12:00	Lunch with Harriw W (go to his office)
12:30	
1:00	Reauthorization Susan Stroud & staff re K-12 & High-Ed Room 8410
1:30	
2:00	
2:30	
3:00	
3:30	
4:00	
4:30	
5:00	
5:30	
6:00	

*Peg wants
to minimize
advisory
for 124.*

*Gretchen has
9607*

Gretchen has

Gretchen has

5:07PM Friday, September 15, 1995

Sagawa, Shirley

September 1995

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Tuesday, September 19, 1995

8:00	
8:30	
9:00	Hotel Washington-, Capital Room speaking on reauthorization at the NSSC Program Councils meeting
9:30	
10:00	Eli + Louise J
10:30	
11:00	Heidi Mezershimnt (?), FBI re Susan S
11:30	Peter H Diana's weekly
12:00	Ryan Tacorda intern interview
12:30	
1:00	
1:30	Mary K Vaughn (State Director)
2:00	Harris/Debbie J/Rhonda T re:Bd Mtg agenda
2:30	
3:00	Meeting with Peter Edelman 690-7858 (asst. Glenda) 200 Independence Ave, SW, 415F Humphrey Building To discuss Administration's Youth Policy You and Susan S will ride together.
3:30	
4:00	
4:30	Peg R. on staffing & budget for Gary K
5:00	
5:30	
6:00	

FBI

meet @
Susan's
Office
@ 2:45

1:23PM Tuesday, September 19, 1995

Spitale, Nicole

From: Thompson, Avelina
To: Spitale, Nicole
Subject: FW: NSSC Program Councils Meeting
Date: Thursday, August 31, 1995 6:06PM

From: Butler, Frances
To: Thompson, Avelina
Subject: RE: NSSC Program Councils Meeting
Date: Friday, August 25, 1995 6:42PM

Great!

From: Thompson, Avelina
To: Butler, Frances
Subject: RE: NSSC Program Councils Meeting
Date: Friday, August 25, 1995 6:20PM

Fran, Tuesday, September 19, 9:00 a.m. looks okay for Shirley, although she has the 10:00 a.m. team members meeting at 10:00. If you can get her out of there on time..... Can we talk next week after she is back in town, although not in the office? Thanks.

From: Butler, Frances
To: Thompson, Avelina
Subject: FW: NSSC Program Councils Meeting
Date: Friday, August 25, 1995 5:13PM

Avelina, can you check Shirley's schedule for this? Thanks

From: Kowalczyk, Gary
To: Butler, Frances
Subject: NSSC Program Councils Meeting
Date: Friday, August 25, 1995 4:49PM

Shirley is your best choice. If she can't make it, I will be happy to do it.
She is out for another week; you may want to E-Mail Avelina so that she is aware of the request from a calendar perspective.

An aside, the monthly summaries are very useful to me and are well written!

REPLY FROM: Kowalczyk, Gary Microsoft Mail v3.0 IPM.Microsoft Mail.Note
From: Butler, Frances
To: Kowalczyk, Gary
Sagawa, Shirley
Cc: Endres, Tom
Subject: NSSC Program Councils Meeting
Date: 1995-08-25 15:27
Priority:
Message ID: 3B8B9F47
Conversation ID: 3B8B9F47

The next NSSC Program Councils meeting will be held at the Hotel Washington September 19 & 20. Would either of you be available for a 9 am briefing on September 19 to discuss the Corporation plans in preparation for reauthorization? We want to start with your short overview, then review previous recommendations made Program Councils, consider recommendatins of Association Boards (which will have met the previous week) and disscuss the NSSC draft recommendations which we are putting together for the

section-by-section reviews outlined in your Aug. 1 memo. It would be very helpful to have one of you at our meeting. Thanks so much.

Avelina - FYI
- Nicole

Spitale, Nicole

From: Butler, Frances
To: Spitale, Nicole
Subject: NSSC Program Councils Meeting
Date: Friday, September 08, 1995 4:18PM

Nicole, we are all set with our agenda, and for Shirley at 9:00 am on Tuesday, Sept. 19 at the Hotel Washington (Capital Room on the mezzaine level). We want Shirley to welcome the group, talk about the Corporation process for reauthorization, and the Corporation's work indeveloping a mission statement. (NSSC is also working on a vision/mission/purpose statement, which we want to do in sinc with the wider Corporation) Let me know if Shirley wants a briefing beforehand. Thanks.

Sagawa, Shirley

September 1995

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Wednesday, September 20, 1995

8:00	
8:30	
9:00	9:15 Eli's Executive Staff Eli's Conf Room -- Sherry Schiller speaking on strategic planning
9:30	
10:00	
10:30	
11:00	Eli, Harris, Debbie J, Terry R/Larry W -- re: Partnership in room 8505
11:30	
12:00	Phyllis B & Tracy G re conversion decision
12:30	
1:00	
1:30	Laura Gassner monthly
2:00	Don Scott/Jim S/Tracy G/Diana A/Peter H/Bruce C/Sherry S/Diana L/Patricia B re Recruitment Restructuring Room 9520
2:30	
3:00	
3:30	Don Mathis
4:00	Tracy G/Mal C/Peg R/Gretchen V
4:30	
5:00	
5:30	
6:00	

5:38PM Wednesday, September 20, 1995

Sagawa, Shirley

September 1995

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Thursday, September 21, 1995

8:00	
8:30	
9:00	9:15 Eli's Senior Staff Room 9520
9:30	
10:00	
10:30	Laura G monthly & empl. work plan
11:00	Sherry Schiller strategic planning
11:30	
12:00	
12:30	US Kids Auction 1425 NY Ave NW
1:00	
1:30	
2:00	
2:30	Reg P re ^{travel} budgets
3:00	
3:30	
4:00	
4:30	Don Scott/Lew Heffner/Phyllis B & Tracy G re conversion
5:00	
5:30	
6:00	

5:41PM Wednesday, September 20, 1995

Steve Hira

9/5/95

9:20am

Shirley -

Rose Roberts

re: US Kids
Auction

202-273-5244

Called
back to
RSVP 9/5/95

Put on my
calendar

5th Annual U.S. Kids Auction

Thursday, September 21, 1995



The Atrium at 1425 New York Ave., NW
Proceeds Benefit the children of U.S. Kids



Live Auction: 12:00 - 2:00 p.m.



Silent Auction: 11:00 - 2:00 p.m.



Raffle tickets on sale

U.S. Kids is sponsored by the Executive Office of the President, the Export-Import Bank,
the Department of the Treasury, and the Department of Veterans Affairs.



A Child Development Center

Family Portait by F2 Photographics Design

Hot-Air Balloon Ride &
Chapagne toast

Gift certificate for 25 min.
backrub by Healthy Back

Brunch for Two
at Georgia Brown's

One week holiday stay
at Bryce Mountain Ski Resort

Two one-day passes to Disneyland

Godiva Chocolates
valued @ \$90

14kt gold knot earrings

6 yoga classes at
West End Fitness Center

Four 3 months memberships to
the City Center Fitness

10 VIP passes to the Improv Comedy Club

AND MUCH, MUCH MORE!

**Hay-Adams Hotel two
\$100 gift certificate**

Folk art hand-
painted holiday statutes

**\$50 gift certificate
for Talbot Kids**

Nolan Ryan Autographed Baseball

One year's worth of
AMC movie passes for two

Custom Kitchen Design worth \$750

Ten 7-full course dinner
@ the Marrakesh

Sagawa, Shirley

September 1995						
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Friday, September 22, 1995

8:00	
8:30	
9:00	
9:30	
10:00	Make tea & join FGP's in tribute to 30 years (see attached note)
10:30	
11:00	Don Scott monthly Will call her @ home
11:30	
12:00	Gene/Natalie & others re Eli's party
12:30	
1:00	
1:30	Internet committee in room 9520 Nicole wil organize
2:00	
2:30	
3:00	
3:30	
4:00	
4:30	
5:00	
5:30	
6:00	

Gretchen at 11:00 am conf

9/21
Bridget & Brett re 442
Jury duty for Americans members
A

Sagawa, Shirley

September 1995						
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get Corp credit card

Monday, September 25, 1995

8:00	
8:30	
9:00	9:15 Eli's Senior Staff Room 9520
9:30	
10:00	
10:30	Cancelled
11:00	
11:30	
12:00	Lunch w/ Harris W
12:30	
1:00	Reauthorization with Diana & Staff Room 8410
1:30	
2:00	
2:30	
3:00	
3:30	
4:00	
4:30	
5:00	
5:30	
6:00	

Emily Keller in
** 2:00 pm*
AKS Fun Committee

Terry
needs
to see
Shirley
on Monday
if possible
re: Partnership
(contact June)

Sagawa, Shirley

September 1995						
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Tuesday, September 26, 1995

8:00		
8:30		
9:00		
9:30		
10:00	Points of Light Foundation, Think Tank, Charles Sumner School Museum & Archives, 1201 17th St NW (Corner of 17th & M Streets NW)	
10:30		
11:00		
11:30	LUNCH WILL BE SERVED	
12:00		
12:30		
1:00		
1:30		
2:00		
2:30		
3:00		
3:30		
4:00		
4:30		
5:00		
5:30		
6:00		

*Diana algra
needs a
1/2 hour
weekly.*

*12:00 noon
Avelina appt*

Orchestra in my room

Sagawa, Shirley

September 1995						
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Wednesday, September 27, 1995

8:00	
8:30	
9:00	
9:30	ECEO Exec Staff CEO's Conf Room
10:00	
10:30	
11:00	Susan Stroud biweekly
11:30	
12:00	Dr. Stuart Ross (cleaning) 919 18th Street NW, Room LL50 (202) 223-6300
12:30	
1:00	
1:30	Karen and Peg re Annual Plan
2:00	
2:30	
3:00	Rick A/Karen/Eli/Jay re Public Affairs
3:30	
4:00	
4:30	
5:00	
5:30	
6:00	Dinner at White House (do not forget tickets)

5:50PM Wednesday, September 27, 1995

Sagawa, Shirley

September 1995						
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Thursday, September 28, 1995

8:00		7:30AM AVELINA OUT
8:30		
9:00	9:15 a.m. Eli's Senior Staff Room 9520	
9:30		
10:00		
10:30	Karen/J/Don S re national identity Room 9607	
11:00		
11:30		
12:00		
12:30		
1:00	Lance/Tracy/Diana A re feedback survey	
1:30		
2:00		
2:30	Eli's party in atrium	
3:00		
3:30		
4:00		
4:30		
5:00		
5:30		
6:00		

5:59PM Wednesday, September 27, 1995

Sagawa, Shirley

September 1995

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Friday, September 29, 1995

8:00	AVELINA IN CHICAGO	
8:30		
9:00		
9:30		
10:00	Susan and Jim S re Hope VI in Shirley's office <i>Eli, Rick + Shirley</i>	
10:30		
11:00	Diana A/Peter H/Jat T/Karen AmeriCorps National Direct Room 9607	<i>Shirley missed</i>
11:30		
12:00		
12:30		
1:00	Karen/Jay/Diana L/Jim S/Kathy D AmeriCorps VISTA re national identity Room 9607	✓
1:30		
2:00	Javier/Lance/Tracy/Diana A re feedback survey	
2:30		
3:00	<i>prepare for Hockstra - briefing for Wofford</i>	✓
3:30		
4:00	<i>Susan, Jim S re Hope VI in Shirley's office</i>	
4:30	Susan S/Calvin D/Hugh B/Karen & Jay re Learn & Serve 8 OFF Room 9607	<i>Cancelled</i>
5:00		
5:30		
6:00		

5:31PM Thursday, September 28, 1995