

FOIA MARKER

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Calendars, Sagawa - April 1996 [1]

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Sagawa, Shirley

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Monday, April 01, 1996

9:00	
:30	
10:00	Management Working Group 8501
:30	
11:00	<i>Steven Beckman</i>
:30	Speak to group (Gretchen V's husband, Univ of SC) graduate level course (see letter) room 8412
12:00	
:30	
	<i>Don M + Debbie followup on Harms on ATL with</i>
:30	Peg R re '97 grants & other issues
2:00	
:30	Mal C/Debbie J/Diana A/Peter H re serv del system memo (attached) 8501
3:00	
:30	Jim S re draft talking points for Harms on cluster directors
4:00	<i>Cory / Jim S / Gene S re decision about</i>
:30	Senior Staff Meeting Room 8410
5:00	
:30	
6:00	
:30	
:30	

To Do (Active):

- 3 starts on Wed 3/27/96, ends on Wed...
- 3 starts on Wed 3/27/96, ends on Wed...
- 3 starts on Thu 3/28/96, ends on Thu...
- 3 starts on Mon 4/1/96, ends on Mon...
- 3 starts on Mon 4/1/96, ends on Mon...

Riggle
Winkler

U.S.M. entries

Frank Slovis #427

Thompson, Avelina

From: Connolly, AnnMaura
Sent: Monday, March 11, 1996 12:46 PM
To: Thompson, Avelina; Heinaru, Peter; Sagawa, Shirley; Hudson, Melinda@CNCS MS Mail S;
Wilson, Miles@CNCS MS Mail Ser; Algra, Diana@CNCS MS Mail Serv
Subject: RE: Ohio Conference

I have been working with Miriam and Dick Celeste on this--and would be happy to coordinate the feedback for the Corporation. I spoke to her this morning and told her I would try to get back to her within the next couple of days, so please get your comments to me by the end of the day tomorrow.

THANKS

From: Sagawa, Shirley
To: Heinaru, Peter; Connolly, AnnMaura; Hudson, Melinda@CNCS MS Mail S; Wilson, Miles@CNCS MS Mail Ser; Algra, Diana@CNCS MS Mail Serv
Cc: Thompson, Avelina
Subject: FW: Ohio Conference
Date: Monday, March 11, 1996 12:22PM

I think most of you know about this Ohio conference that is being organized by us and the Partnership on community foundations and AMeriCorps. Could you make sure that the Partnership gets our feedback on the agenda as well as the program invitees they are seeking? Who is taking the lead on this?

From: Adin[SMTP:Adin@aol.com]
Sent: Monday, March 11, 1996 12:11 PM
To: ssagawa; MWilson; milesw
Cc: NSPITALE
Subject: Ohio Conference

Attached below is a copy of the preliminary agenda for the Ohio conference.
As Miriam indicated on the phone, we would appreciate your help in filling the four Corporation slots in the program (two Program Directors and two AmeriCorps Members). Also, we would welcome any suggestions you may have in general.

Thanks in advance,

Adin

Proposed Agenda for Community Foundations Meeting
Tentative Date of April 1, 1996

(Invitees fly in early morning)

- 10:00 Opening session
 - Host reviews the objectives of the meeting and agenda.
 - Participants introduce themselves.
- 10:20 AmeriCorps Video
- 10:30 Host introduces Eli Segal, Chairman of the Board of Directors of the

Partnership for National Service, and Harris Wofford, CEO of the Corporation for National Service.

10:40 Harris Wofford - "The Corporation for National Service and AmeriCorps: A History of Success."

11:00 Eli Segal - "The Partnership for National Service: The Role of Public/Private Partnerships."

11:20 Questions - facilitated by host.

12:00 Lunch

(We suggest a lunch without a speaker or program so invitees can get to know each other better.)

1:00 Host introduces panel of two AmeriCorps program directors*, two AmeriCorps Members and Art Naparstek (Corporation for National Service Board Directors) as facilitator.

1:05 Program Director 1 (possibly from the Neighborhood Centers/Classmates program in Cleveland) - "Using Service as a Strategy to Address Communities' Needs."

1:15 AmeriCorps Member 1 - "What it means to be an AmeriCorps Member."

1:25 Program Director 2 (possibly Ray Henley from the Great Columbus Arts Council, Children of the Future program) - "Public/Private Partnerships that Make a Program Successful." Children of the Future was chosen by HUD as one of the best public housing programs in the country.

1:35 AmeriCorps Member 2 or AmeriCorps Alumni/ae - "AmeriCorps Made a Difference in My Life."

1:45 Break

2:00 Possibly Nick Bollman of the Irvine Foundation - "A Collaborative Effort: the Northern California Grantmakers Forum and AmeriCorps."

2:30 Questions

2:50 Panel on AmeriCorps Successful Public/Private Partnerships with AnnMaura Connolly, Director of Independent Sector Liaison at the Corporation for National Service, and Jim Luck of the Columbus Foundation.

3:10 Questions

3:30 "How Can Community Foundations and AmeriCorps Work Together?" - discussion with Richard Celeste as facilitator.

5:00 Closing

* There are several other very good program directors that could participate.

202/289-7377

X 15

Phil Collyer

Transmit Confirmation Report

No. : 005
Receiver : 912123151374
Transmitter : C N S
Date : Apr 01, 96
Time : 01:59 2:55
Mode : Norm
Pages : 04
Result : OK

Sagawa, Shirley

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Tuesday, April 02, 1996

9:00	
:30	9:45 Sr. Team leaders to discuss
10:00	Exec Dir's Team Leaders (expanded) 8412
:30	
11:00	
:30	Chris & Nicole internet
12:00	Harris/Shirley & others w/ National nonprofit grantees on reauthorization 8410
:30	
1:00	
:30	Leave for Capital Hill
2:00	Meeting w/Mary Elizabeth Larson of Kassembaum's staff w/Gene & David O" (see memoranda) 855-HAN DICKSON 426
:30	
3:00	
:30	
4:00	Billy Shore/Phil Collyers, Eli S/Chuck S/Yasmina V/Randi S/Tracy G & others re partnership w/nonprofits Room 8414 DICKSON 426 8501
:30	
5:00	
:30	
6:00	
:30	
7:00	
:30	

To Do (Active):

3 Executive Director's Team Leaders...

NATIL SERVICE
Executive Program

- Karen H ✓
- Tracy G out ✓
- Jini S
- Don Scott
- Mal Cohen ✓
- Susan S
- DIANA A ✓

703
698-8855
Hwill

Sagawa, Shirley

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Wednesday, April 03, 1996

9:00	
:30	
10:00	
:30	
11:00	
:30	
12:00	
:30	Donna C. Cunningham interview w/Terry & Gary 8505
:30	
2:00	
:30	Joan Lombardi/Cecilia C & others re "after school" forum
3:00	
:30	
4:00	Weekly staff meeting w/Harris/Terry/Larry/Gary/Tracy/Steve & Debbie re update on issues in 8505
:30	
5:00	
:30	
6:00	
:30	
7:00	
:30	

To Do (Active):

3 1:30 DC Initiative followup starts on...

Frank Slobig
x427

1:30 DC INITIATIVE
w/ DON SCOTT/Kara
Jim | Steve | Roger
Husley & Bev
Roberts & Harris
IF you are able
to attend - 8501

Thompson, Avelina

From: Lamphear, Laura
Sent: Tuesday, April 02, 1996 4:31 PM
To: Roberts, Beverly; Scheibel, James A.; Waldman, Steven; Scott, Donald; Hurley, Roger
Cc: Thompson, Avelina; Trueheart, Blanche; Hallerman, Karen; Raines, Susan; Sagawa, Shirley; Sheridan, Mary
Subject: Meeting with Harris re: DC Initiatives/School Selection

OK, here we go again. The meeting has been rescheduled yet one more time (and hopefully the last). It will now be at 1:30 on Wednesday, in room 8501. Thanks for your patience.

From: Lamphear, Laura
Sent: Tuesday, April 02, 1996 10:08 AM
To: Roberts, Beverly; Scheibel, James A.; Waldman, Steven; Scott, Donald; Hurley, Roger
Cc: Thompson, Avelina; Hallerman, Karen; Raines, Susan; Sagawa, Shirley; Sheridan, Mary
Subject: FW: Meeting with Harris re: DC Initiatives/School Selection

Due to changes in Harris' schedule, this meeting has been moved up to 9:30 on Thursday morning, and will be for only 30 minutes.

From: Lamphear, Laura
Sent: Monday, April 01, 1996 2:15 PM
To: Roberts, Beverly; Scheibel, James A.; Waldman, Steven; Scott, Donald; Hurley, Roger
Cc: Thompson, Avelina; Hallerman, Karen; Raines, Susan; Sagawa, Shirley; Sheridan, Mary
Subject: Meeting with Harris re: DC Initiatives/School Selection

This message is from Karen Hallerman:

A meeting has been scheduled with Harris for 10:00 on Thursday in room 8501 to discuss the final school selection for DC Initiatives.

Sagawa, Shirley

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Thursday, April 04, 1996

9:00	
:30	Carolyn Kari
10:00	Tracy G
:30	
11:00	Harris/Diana A/Peter H/Peg R re format for recommendation packet 8501
:30	
12:00	Address interns brown bag lunch 8721
:30	
:00	
:30	Matt's appointment w/doctor
2:00	
:30	
3:00	
:30	
4:00	
:30	
5:00	Conference call w/ Nick Ballman (Arvine Fdn)
:30	Ralph S Tamberger, Jill Blair, Melinda H
6:00	Stevens Waldron + Anne Manna re
:30	grantmaking forum (you will be called
7:00	at home)
:30	

Other appointments:

4:30AM-5:00AM

Home phone 7425

nicole getting patches out

Thompson, Avelina

From: Sanone, Jina
Sent: Wednesday, March 27, 1996 11:40 AM
To: Skonieczny, Michael; Mikoy, Christopher; Bashor, Donya; Gupta, Devashree; Kondla, Tracey; Skonieczny, Michael@CNCS MS Ma; Howard, Pamela@CNCS MS Mail Se; Barnes, Carla@CNCS MS Mail Ser
Cc: Thompson, Avelina
Subject: Brown Bag Lunch
Importance: High

Mark Thursday April 4th, on your calendars. Shirley Sagawa, executive director of the corporation and creator of this internship program will join us for a brown bag lunch. It will be held in room 8721 at noon. I know this day doesn't work for everyone, but I hope most of you can make it. Please let me know if you will attend.

Sagawa, Shirley

Friday, April 05, 1996

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9:00	
:30	
10:00	Margaret McLaughlin
:30	Bruce Cohen re assignments
11:00	
:30	Don M will call in (?) ✓
12:00	
:30	
1:00	Gary/Terry/Harris/Debbie/Tracy re Olympics (Larry is off until Tuesday)
:30	
2:00	
:30	Mark M & Karen H re proposed publications
3:00	
:30	
4:00	Don M, Tracy C / Terry R / Debbie J & Gary K
:30	olympics
5:00	
:30	
6:00	
:30	
7:00	
:30	

Other appointments:
 4:00AM-4:30AM
 Higher level mtg Rm 8412

1:30 pm
 Shirley H
 Matt to do chrt

Sagawa, Shirley

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Events for Monday, April 08, 1996:

9:00	
:30	Management Working Group 8501
10:00	
:30	
11:00	
:30	Take kis to WH
12:00	
:30	
1:00	
:30	
2:00	Debbie J & Donna K/Marcus Bell/Susan Vermeer/Damon Boland/Monica Gugel re work & Bruce
:30	
3:00	3:15PM - 4:00PM Calvin D & Susan S/Tracy G/Simon W re clearinghouse 8501
:30	
4:00	Gretchen re cover to Kellog concept paper
:30	Sr. Staff Meeting Room 8410
5:00	
:30	5:30PM - 5:45PM David O'Brien and Gene

Other appointments:

Task (Active):

3 We need to set up a meeting...

Sagawa, Shirley

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Tuesday, April 09, 1996

9:00	
:30	
10:00	Executive Director's Team Leaders (SMALL) 8501 8501
:30	Policy Working Group 8410
11:00	
:30	Lunch w/Debbie and Tracy
12:00	
:30	
1:00	Issue team leaders w/Susan S/Cecilia C/David R room 8412
:30	
2:00	Jim E/Judy K/Ann Maura C/Mark F/Tracy G/Melinda H re TA & private sector followup meeting 8501
:30	
3:00	
:30	Lisa Spinali will call in re VISTA issues
4:00	Diana A/Gary K & Mike K or Simon W re administrative funds for State Commissions 8501
:30	
5:00	Nicole & Avelina re office
:30	
6:00	
:30	
7:00	
:30	

To Do (Active):

3 starts on Tue 4/9/96, ends on Tue...

Thompson, Avelina

From: Josephson, Markus
Sent: Thursday, April 04, 1996 9:41 AM
To: Calvo, Cecilia; Thompson, Avelina - CNCS/HQPO1/ATHOMPSO
Subject: FW: ISSUE LEADER MTG- CANCELED
Importance: High

The room reserved is 8412.

From: Calvo, Cecilia on Thu, Apr 4, 1996 12:52 AM
Subject: ISSUE LEADER MTG- CANCELED
To: Trelstad, Brian; Oltmann, Hank; Hallerman, Karen; McLaughlin, Margaret; Calvo, Cecilia; Butler, Frances; Scannell, Tess; Brown, Andre; Hamasaka, Laura; Johri, Vassilisa; Silard, Tim; Rosenberry, Peg
Cc: Thompson, Avelina; Sagawa, Shirley; Rymph, David; Josephson, Markus; Stroud, Susan

Due to a scheduling change, the 4/4 issue team leader meeting has been canceled and will be rescheduled for Tuesday, April 9 from 1-2pm. A room number will be announced shortly.

From: Calvo, Cecilia
Sent: Monday, March 25, 1996 5:43 PM
To: Trelstad, Brian; Oltmann, Hank; McLaughlin, Margaret; Calvo, Cecilia; Butler, Frances; Hallerman, Karen; Scannell, Tess; Brown, Andre@CNCS MS Mail Serv; Hamasaka, Laura@CNCS MS Mail S; Johri, Vassilisa@CNCS MS Mail; Silard, Tim@CNCS MS Mail Serve; Rosenberry, Peg@CNCS MS Mail S
Cc: Thompson, Avelina; Sagawa, Shirley; Rymph, David; Josephson, Markus@CNCS MS Mail; Stroud, Susan@CNCS MS Mail Ser
Subject: Issue team leaders Mtg

On Thursday, April 4, from 1:30-2:30 pm in room 8412 the issue team leaders will meet to report on the progress of each team. Please come prepared to give a very brief update on your first meeting(s) and let us know how it went, what worked and what didn't. We will be curious to hear from you on recommendations to strengthen these teams.

Please let me know if you are unable to attend.
Brian- We can arrange to have you connected by conference call.

Thompson, Avelina

To: Ekstrom, Jim; Karasik, Judy; Connolly, AnnMaura; Feldman, Mark; Gray, Tracy@CNCS MS Mail Serve; Hudson, Melinda@CNCS MS Mail S
Cc: McGowan, Andrew; Green, Ida; Ihator, laurel@CNCS MS Mail Se
Subject: FW: TA & private sector follow up meeting

From: Connolly, AnnMaura

Sorry, we need to reschedule the above meeting on Tuesday, April 9 from 2:00 p.m. to 3:00 p.m. in room 8501. Please let me know by e-mail or telephone (x394) as soon as possible. Thanks.

From: Thompson, Avelina
To: Ekstrom, Jim; Karasik, Judy; Connolly, AnnMaura; Feldman, Mark; Gray, Tracy@CNCS MS Mail Serve; Hudson, Melinda@CNCS MS Mail S
Cc: McGowan, Andrew; Green, Ida; Ihator, laurel@CNCS MS Mail Se
Subject: RE: TA & private sector follow up meeting
Date: Thursday, March 28, 1996 6:23PM

Sorry, but we need to reschedule this meeting scheduled for April 2 at 2:00 p.m. in 8501. Let's try Friday, April 5 at 11:00 a.m. Please e-mail or call me on x394. Hopefully, it will take place. Thanks for your patience.

From: Thompson, Avelina
Sent: Friday, March 15, 1996 5:20 PM
To: Ekstrom, Jim
Subject: FW:

Do we go ahead with this meeting. Mark is attending. Thanks.

From: Connolly, AnnMaura
Sent: Friday, March 15, 1996 11:57 AM
To: Thompson, Avelina
Subject: RE:

actually, I'll be out of town that day. (and the day before)

From: Thompson, Avelina
To: Ekstrom, Jim; Karasik, Judy; Connolly, AnnMaura; Feldman, Mark; EGray, Tracy@CNCS MS Mail Serve; Hudson, Melinda@CNCS MS Mail S
Cc: McGowan, Andrew; Green, Ida; Ihator, laurel@CNCS MS Mail Se
Subject: FW:
Date: Friday, March 15, 1996 10:45AM

I have set this meeting for Tuesday, April 2 at 2:00 p.m. in room 8501. Let me know if you have any problem with this date. Thanks.

From: Sagawa, Shirley
Sent: Friday, March 15, 1996 9:03 AM

To: Thompson, Avelina

The group that met on T/ta and private sector will need a followup meeting in three weeks. It was tracy, jim e, judy karasik, mark feldman, ann maura, and melinda

Thompson, Avelina

To: Kowalczyk, Gary; Algra, Diana@CNCS MS Mail Serv; Kim, Anthony; Woodard, Simon
Cc: Lange, Jennifer; Woodard, Simon; Kenefick, Mike@CNCS MS Mail Se
Subject: FW: Scheduling for Shirley

This meeting has to be rescheduled once again. We could do Tuesday, April 9 at 4:00 p.m. Please disregard any other message and let me know as soon possible either by e-mail or call me on x394. Thanks.

From: Thompson, Avelina
Sent: Monday, April 01, 1996 11:13 AM
To: Kowalczyk, Gary
Cc: Lange, Jennifer; Woodard, Simon; Kenefick, Mike@CNCS MS Mail Se
Subject: RE: Scheduling for Shirley

Gary, I am sorry, but this meeting is on Thursday, April 4 at 2:30 in 8501.
Mike, will you be here on April 4, or will Simon be the one coming? Let me know. Thanks.

From: Kowalczyk, Gary
Sent: Monday, April 01, 1996 8:21 AM
To: Thompson, Avelina
Subject: RE: Scheduling for Shirley

will be there

From: Thompson, Avelina
To: Kowalczyk, Gary; Kenefick, Mike@CNCS MS Mail Se; Algra, Diana@CNCS MS Mail Serv
Cc: Lange, Jennifer; Harrison, Rosa@CNCS MS Mail Se
Subject: FW: Scheduling for Shirley
Date: Thursday, March 28, 1996 3:50PM

Friday, April 5 at 2:00 p.m. in 8501. Please e-mail or call me on x394.

Mike & Jennifer: I understand you will be out of town. We need someone from your shop to attend. Let me know who. Thanks.

From: Spitale, Nicole
Sent: Thursday, March 28, 1996 2:08 PM
To: Thompson, Avelina
Subject: Scheduling for Shirley

Diana Algra has requested a meeting for sometime next week (either Tuesday 4/2 or later) re. administrative funds for state commissions. She said to include Shirley, Gary, Diana A and somebody from grants and contracts (Mike K. will be out of town so someone will need to attend in his place). Thanks.

Sagawa, Shirley

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Wednesday, April 10, 1996

9:00	AT SMITH COLLEGE ALUMNI LEADERSHIP PROGRAM
:30	
10:00	Depart National on USAIR 2383
:30	
11:00	11:13 a.m. Arrive Bradley International Airport
:30	You will be met by someone from Springfield College
12:00	Lunch discussion on service learning other activities follows
:30	
:00	
:30	
2:00	
:30	You will be taken to The Autumn Inn (413/584-7660) where you will spend the night
3:00	You will be picked up by someone from Smith College & taken to Smith College, the Alumnae House
:30	Dinner follows
4:00	
:30	
5:00	
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6:00	
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7:00	
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To Do (Active):

3 3-4 pm Field Mgmt Team 8414 starts...
3 Note ltr from Colleges Serving the...

*Recruitment
retiree
w/ Tracy + recruitment
staff*

*FAX
413/584-4808*

Sagawa, Shirley

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Wednesday, April 10, 1996

9:00	AT SMITH COLLEGE ALUMNI LEADERSHIP PROGRAM
:30	
10:00	Depart National on USAIR 2383-4121
:30	
11:00	11:45 a.m. Arrive Bradley International Airport
:30	You will be met by someone from Springfield College
12:00	Lunch discussion on service-learning & other activities follow
:30	Other activities follow
1:00	
:30	
2:00	
:30	You will be taken to The Autumn Inn (413/584-7660) where you will spend the night
3:00	You will be picked up by someone from Smith College & taken to Smith College, the Alumnae House (it is within walking distance to Alumnae House)
:30	Dinner follows
4:00	
:30	
5:00	
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6:00	
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7:00	
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To Do (Active):
 3 3-4 pm Field Mgmt Team 8414 starts...
 3 Note ltr from Colleges Serving the...
 3 We need to set up a meeting w/David...

June Forbes
 413 748-3394
 Springfield College

Eli Segal
Due Lehman

Tracy M
Margaret med

Sagawa, Shirley

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Thursday, April 11, 1996

9:00	
:30	
10:00	10:32 P.M. Depart on USAIR 1809
:30	
11:00	
:30	
12:00	12:00 noon arrive Washington/National
:30	
1:00	Conference call w/Board of Directors
:30	
2:00	
:30	Harris w/Mark F/Melinda H/Anne Maura re private sector funding 8501 (Mark will call in)
3:00	
:30	Reauthorization Working Group 8501
4:00	
:30	<i>Burtin V re Frances Hesselbein follow up</i>
5:00	HOLD FOR CATHERINE MILTON'S GOODBYE
:30	
6:00	
:30	6:30PM - 8:30PM Harris & Shirley Dinner w/Partnership (details to follow)
7:00	<i>at Aquino Rest. 3000 R ST. NW (Wash. Inter bar)</i>
:30	

Other appointments:

3:30AM-4:00AM

|

6:30PM-8:30PM

Harris & Shirley Dinner w/Partnership...

April 11
~~4/12/96 12:20 pm~~
~~4/12/96 1:56 AM~~
~~Dinner~~

*Melinda (203) 221-4006
 Catherine's new gmi
 Catherine's sign
 Terry!*

*did not attend dinner
 4/15/96 5950*

Sagawa, Shirley

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Friday, April 12, 1996

Time	Activity
9:00	ALL DAY RETREAT W/PARTNERSHIP
:30	<i>The Car Barn 3600 Prospect ST NW 3rd floor conf room</i>
10:00	
:30	
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To Do (Active):
3 Shirley's mom in town starts on...

Sagawa, Shirley

Sunday, April 14, 1996

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To Do (Active):

~~3:30 DC Initiative followup starts on...~~

Sagawa, Shirley

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Monday, April 15, 1996

9:00	
:30	
10:00	Management Working Team 8501
:30	
11:00	
:30	
12:00	lunch w/ Harris Melinda H/ Karen + Rhonda T
:30	
	lunch w/ Tracy + Debbie
:30	
2:00	Internet Meeting Rm 9520
:30	
3:00	Ed awards w/ Susan S / Tina S / Diana A / Reg P / Diana L / Kevin Dennis / David R / Mark T / Harold / Calvin D / Hugh B / Frank T + Mike K Rm. 8414
:30	
4:00	Tim S
:30	Sr. Staff Room 8410
5:00	
:30	(Hold) VA/HUD testimony mtg w/ Gene + others ?
6:00	
:30	
:30	

To Do (Active):

3 1:30 DC Initiative followup starts on...

Send memo to
JH re
6 PA events

Eliminate
301
881-7224

Diana A / Reg P /
Rm. 8414

8410

April 12, 1996

MEMORANDUM

CORPORATION
FOR NATIONAL
 SERVICE

TO: Shirley Sagawa ✓
Gary Kowalczyk
Larry Wilson
Terry Russell
Tracy Gray
Deb Jospin
Steve Waldman

FROM: Gene Sofer/Sylvia Hacaj

SUBJECT: Testimony for VA/HUD Upcoming Hearing

There is a meeting scheduled for Monday, April 15, to discuss testimony for the upcoming VA/HUD hearing. If Senior Staff is cancelled, we will meet at 4:30 p.m. in room 8410. If it is not cancelled, then we will meet immediately following the meeting in room 8410.

cc: Avelina Thompson
Pat Carpenter
Vivian Flowers
Ida Green
Elinor Walker
Blanche Trueheart
Stu Loeser

1201 New York Avenue, NW
Washington, DC 20525
Telephone 202-606-5000

Getting Things Done.
AmeriCorps, National Service
Learn and Serve America
National Senior Service Corps

Thompson, Avelina

From: Sagawa, Shirley
Sent: Thursday, April 04, 1996 9:20 AM
To: Thompson, Avelina
Subject: FW: Ed Awards
Importance: High

i think we've got the wrong list for the meeting. we need peg, hugh, calvin, tim, hank, diana a, mark f, diana london, kathi dennis, david nymph, frank trinity, susan stroud, debbie doesn't have to come. ok if mike comes.

From: Stroud, Susan
Sent: Thursday, April 04, 1996 8:28 AM
To: Thompson, Avelina
Cc: Sagawa, Shirley - CNCS/HQPO1/SSAGAWA; Silard, Tim
Subject: RE: Ed Awards
Importance: High

since Tim Silard is the key staff person on ed awards, pls include him on all messages on this issue

Tim: pls see what needs to be done for Shirley in preparation for this meeting; I think she expects you to continue to drive this process

*** URGENT ***

From: Thompson, Avelina on Wed, Apr 3, 1996 6:31 PM
Subject: FW: Ed Awards
To: Oltmann, Hank; Russell, Terry; Jospin, Debbie; Kenefick, Mike; Algra, Diana; Stroud, Susan; Rosenberry, Peg
Cc: McGowan, Andrew; Flowers, Vivian; Calvo, Cecilia; Walker, Elinor; Green, Ida; Josephson, Markus; Jackson, Anita

Shirley has requested a followup meeting on ed awards. Monday, April 15 at 3:00 p.m. is a good time for Shirley. Please e-mail or call me on x394 if you plan to attend. Thanks.

From: Thompson, Avelina
Sent: Wednesday, April 03, 1996 6:07 PM
To: Oltmann, Hank; Russell, Terry; Jospin, Debbie@CNCS MS Mail Se; Kenefick, Mike@CNCS MS Mail Se; Algra, Diana@CNCS MS Mail Serv; Algra, Diana@CNCS MS Mail Serv; Stroud, Susan@CNCS MS Mail Ser; Stroud, Susan@CNCS MS Mail Ser; Rosenberry, Peg@CNCS MS Mail S
Cc: McGowan, Andrew; Flowers, Vivian; Calvo, Cecilia; Walker, Elinor; Green, Ida; Josephson, Markus@CNCS MS Mail; Jackson, Anita@CNCS MS Mail Se
Subject: FW: Ed Awards
Importance: High

From: Jospin, Debbie

~~Debbie~~ ✓
~~Hugh~~ ✓
~~Calvin~~ ✓
~~Tim~~ ✓
~~Hank~~ ✓
~~Diana A~~ ✓
~~Mark F~~ ✓
~~Diana L~~ ✓
~~Kathi D~~ ✓
~~David N~~ ✓
~~Frank T~~ ✓
~~Susan S~~ ✓
~~Stroud S~~ ✓
~~Rosenberry P~~ ✓
~~McGowan A~~ ✓
~~Flowers V~~ ✓
~~Calvo C~~ ✓
~~Walker E~~ ✓
~~Green I~~ ✓
~~Josephson M~~ ✓
~~Jackson A~~ ✓

Sagawa, Shirley

Tuesday, April 16, 1996

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

9:00	
:30	
10:00	Executive Director's Team Leaders (Large) 8410
:30	
11:00	
:30	Tracy/ Lance/Steve W re evaluation
12:00	
:30	Lunch w/Steve W
:00	
:30	
2:00	AmeriCorps Reform Plan in 8501 w/Diana A, Peter H, Lance P, Steve W, David R, Terry R, Gary K, Gene S, Debbie J, Tracy G, Mike K
:30	
3:00	
:30	Jim S re number of VISTA opening; use of VISTAs & Sr. Corps Conference
4:00	
:30	
5:00	Diana A re various issues
:30	
6:00	
:30	
7:00	
:30	

To Do (Active):

3 10am ExecTeam rm 8410 starts on Tue...

2:30 AMCORPS
 Reform
 Diana, Peter
 Lance, Steve, David
 R, Terry R

Sagawa, Shirley

Tuesday, April 16, 1996

S	M	T	W	T	F	S
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30				

9:00	
:30	
10:00	Executive Director's Team Leaders (Large) 8410
:30	
11:00	Tracy C / Lance P / Steve W re evaluation
:30	
12:00	
:30	Lunch w / Steve W
1:00	
:30	
2:00	Diana A / Peter H / Lance P / Steven W / David R / Tracy K /
:30	Cory K / Gene S / Debbie J / Tracy C & Mike K re
3:00	AmeriCorps Reform Plan 8501
:30	Interview / Report Jeni S re # opening for USTAS
4:00	
:30	
5:00	Diana A various issues
:30	
6:00	
:30	
7:00	
:30	

To Do (Active):

3 10am ExecTeam rm 8410 starts on Tue...

David R / Tracy K /
Cory K / Gene S / Debbie J / Tracy C & Mike K re
AmeriCorps Reform Plan 8501
Jeni S re # opening for USTAS
using USTAS
Dr. Corps Conf.

Claudia Gray
804 771-2497
Richmond VA
Common Service Agency Center
413 734-6857
New England
State...

Thompson, Avelina

To: Gray, Tracy@CNCS MS Mail Serve; Potter, Lance; Waldman, Steven
Cc: Green, Ida; Trueheart, Blanche
Subject: FW: evaluation

The meeting below will take place on on Tuesday, April 16 at 11:30 a.m. I am on x394 if you have any questions. Thanks.

From: Sagawa, Shirley
Sent: Friday, April 05, 1996 11:42 AM
To: Thompson, Avelina
Cc: Waldman, Steven
Subject: FW: evaluation

need a meeting with tracy, lance, steve, and me to frame issues on evaluation.

From: Waldman, Steven
Sent: Friday, April 05, 1996 10:07 AM
To: Sagawa, Shirley
Subject: evaluation

good points. when can we meet?

Sagawa, Shirley

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Wednesday, April 17, 1996

9:00	
:30	
10:00	Debbie/Susan/Elinor/Blanche/James/Nicole & Avelinare CEO's office
:30	Interview w/Donald Rappaport w/Gary & Terry 8501
11:00	
:30	
12:00	
:30	AIDS walk -- ice cream social in room 8410 (Harris sent out letter)
:00	
:30	
2:00	Harris' Team Leaders 8505
:30	
3:00	
:30	
4:00	Harris/Tracy & Gretchen re followup to France Hesselbein's meeting
:30	
5:00	Conference call w/Harris & Susan S (Susan will be in Detroit)
:30	Conference call w/John S & Paula Thompson of Ferguson Group, lobbying group for Santa Ana (202/331-8500)
6:00	15:45
:30	
7:00	
:30	

To Do (Active):

3 10am ExecTeam rm 8410 starts on Tue...
 3 2-4 p.m. Field Mgmt in 8414 starts on...

*call at
 Ron x271
 move frames at
 2:00 pm
 today!*

Sagawa, Shirley

Wednesday, April 17, 1996

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

9:00	
:30	
10:00	Debbie Shirley Susan Gullmi Nicole Blanche Eleanor + Jones
:30	Interview w/ Rappaport w/ Gary Terry +
11:00	
:30	
12:00	Philadelphia to work AIDS picnic pic cream Room 8410
:30	
1:00	
:30	
2:00	Harris' Team Leaders 8505
:30	
3:00	
:30	
4:00	Harris Gretchen Tracy re. follow up to Frances Hesselbein in
:30	
5:00	Conf. call w/ Harris & Susan SI (in Detroit) International Conf call w/ Paula Thompson w/ Ferguson Group Lobbying group (per Smith) 202 331-8500
:30	
7:00	
:30	

To Do (Active):

3 2-4 p.m. Field Mgmt in 8414 starts on...

Room 271

Thompson, Avelina

From: Sagawa, Shirley
Sent: Monday, March 11, 1996 11:19 AM
To: Thompson, Avelina
Subject: FW: Learn and Serve Meeting
Importance: High

save this time for me.

From: Stroud, Susan
Sent: Monday, March 11, 1996 10:45 AM
To: Taylor, Rhonda
Cc: Bailey, Hugh; Dawson, Calvin; Sagawa, Shirley - CNCS/HQPO1/SSAGAWA; Dawson, Calvin; Jospin, Debbie
Subject: RE: Learn and Serve Meeting
Importance: High

Rhonda is going to ask Board members to put this meeting on their calendars. I believe we need a compelling letter to go to Board members if we want them to attend outlining the importance of the meeting, its purposes and what we want to get out of the meeting, plus an agenda. I'm happy to put together the letter and agenda for Harris if someone can give me a clear idea of what was discussed at the last Board meeting about the purposes of this meeting.

*** URGENT ***

From: Taylor, Rhonda on Thu, Mar 7, 1996 11:06 AM
Subject: Learn and Serve Meeting
To: Jospin, Debbie; Raines, Susan; Sagawa, Shirley - CNCS/HQPO1/SSAGAWA; Stroud, Susan; Thompson, Avelina - CNCS/HQPO1/ATHOMPSON; Walker, Elinor
Cc: Josephson, Markus

It turns out that 12 - 2:00 p.m. would be better for Tom on April 17. Can we accommodate that time frame and get this Learn and Serve meeting done?

Thanks to all.

Sagawa, Shirley

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Thursday, April 18, 1996

9:00	
:30	
10:00	Debbie/Terry/Gary re Leon Snead, CFO candidate
:30	
11:00	Leadership summer planning meeting w/Melinda H/Terry R/Anne Maura C/Tracy J/Tia J /Debra A G/Debbie J/Susan S/Elaine D/Hank O Room 8501
:30	
12:00	Lunch w/Miles W
:30	
1:00	
:30	
2:00	Materials distribution w/Diana L/Hugh B/Karen H/Margaret McL/Mark M/Don S/Peter BenE/Tom E/Chris M/Tracy G/Rhonda T/Melinda H & J 2501 8410
:30	
3:00	
:30	Reauthorization Working Group 8414
4:00	
:30	
5:00	Conference call re AmeriCorps celebration, Santa Ana, CA
:30	
6:00	
:30	
7:00	
:30	

To Do (Active):

3 2-4 p.m. Field Mgmt in 8414 starts on...

Thompson, Avelina

From: Spitale, Nicole
Sent: Wednesday, April 17, 1996 4:22 PM
To: London, Diana; Cavallo, Guy; Bailey, Hugh; Hallerman, Karen; McLaughlin, Margaret; Miller, Mark; Spitale, Nicole; Waldman, Steven; Scott, Donald; Ben Ezra, Peter; Endres, Tom; Murphy, Chris@CNCS MS Mail Ser; Gray, Tracy@CNCS MS Mail Serve; Taylor, Rhonda@CNCS MS Mail Se; Hudson, Melinda@CNCS MS Mail S; Toscano, J@CNCS MS Mail Server
Cc: McGowan, Andrew; Thompson, Avelina; Trueheart, Blanche; Bongiovanni, Joseph; Jefferson, Milinda; Green, Ida; Sheridan, Mary
Subject: RE: Materials Distribution Meeting
Importance: High

Room Change for Tomorrow's Meeting: 8410

AGENDA

-- Rep from each unit gives a brief description of current distribution system.

Possible discussion questions:

How are materials distributed to the field?

What resources are required?

What are the strengths/weaknesses of the current system?

-- Discuss Communications Technology.

Fax on Demand Service

Listserv Capabilities

-- Brainstorm Ways of Creating an Integrated Corp-Wide Distribution System.

Thanks! Any questions, please give me a call.

From: Spitale, Nicole
Sent: Tuesday, April 16, 1996 3:59 PM
To: London, Diana; Bailey, Hugh; Hallerman, Karen; McLaughlin, Margaret; Miller, Mark; Scott, Donald; Ben Ezra, Peter; Endres, Tom; Murphy, Chris@CNCS MS Mail Ser; Gray, Tracy@CNCS MS Mail Serve; Taylor, Rhonda@CNCS MS Mail Se; Hudson, Melinda@CNCS MS Mail S; Toscano, J@CNCS MS Mail Server
Cc: McGowan, Andrew; Thompson, Avelina; Bongiovanni, Joseph; Green, Ida; Sheridan, Mary
Subject: Materials Distribution Meeting

Shirley is requesting that you join her in this discussion on Thursday, April 18 at 2:00 pm in room 8501. Please let me know if you will not be able to attend. Thank you.

Diana, Tom, Don, Hugh & J -- Please send a representative from your unit who is responsible for distribution. Thanks.

Thompson, Avelina

From: Spitale, Nicole
Sent: Tuesday, April 16, 1996 3:59 PM
To: London, Diana; Bailey, Hugh; Hallerman, Karen; McLaughlin, Margaret; Miller, Mark; Scott, Donald; Ben Ezra, Peter; Endres, Tom; Murphy, Chris@CNCS MS Mail Ser; Gray, Tracy@CNCS MS Mail Serve; Taylor, Rhonda@CNCS MS Mail Se; Hudson, Melinda@CNCS MS Mail S; Toscano, J@CNCS MS Mail Server
Cc: McGowan, Andrew; Thompson, Avelina; Bongiovanni, Joseph; Green, Ida; Sheridan, Mary
Subject: Materials Distribution Meeting

Shirley is requesting that you join her in this discussion on Thursday, April 18 at 2:00 pm in room 8501. Please let me know if you will not be able to attend. Thank you.

Diana, Tom, Don, Hugh & J -- Please send a representative from your unit who is responsible for distribution. Thanks.