

FOIA MARKER

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Subgroup/Office of Origin: National Service

Series/Staff Member: Shirley Sagawa

Subseries:

OA/ID Number: 24268

FolderID:

Folder Title:

Calendars - Sagawa - May 1996 [1]

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Sagawa, Shirley

Wednesday, May 01, 1996

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9:00	
:30	
10:00	Chris Gallager w/Management Working Group 8501
:30	Briefing for Harris
11:00	
:30	
12:00	
:30	
:00	Ellen Porter Honnet & Anne Maura C & others re Wingspread 8501
:30	
2:00	
:30	Cecilia/Nicole, Marc Freedman, Susan, Gretchen, Mikki & Margaret re mentoring forum 8501
3:00	
:30	Karen H & Susan S re L&S in the DC Initiative
4:00	
:30	Don Mathis/Tracy Gray & others re Olympics 8501
5:00	
:30	
6:00	
:30	
7:00	
:30	

*Austin
Lunch w/ Brett Ropp*

Thompson, Avelina

From: Green, Ida
Sent: Monday, April 29, 1996 12:53 PM
To: Marshall, Jessica; Wilson, Larry; Heinaru, Peter; Sagawa, Shirley; Woodard, Simon; Russell, Terry; Mathis, Donald; Kowalczyk, Gary; Gray, Tracy@CNCS MS Mail Serve; Jospin, Debbie@CNCS MS Mail Se; Toscano, J@CNCS MS Mail Server
Cc: Thompson, Avelina; Carpenter, Patricia; Clay, Reggie; Flowers, Vivian; Moore, Dusty; Walker, Elinor
Subject: AmeriCorps Team for the Games

A meeting has been scheduled for Wednesday, May 1 (4:30-5:30pm) in room 8 501, to discuss issues related to the AmeriCorps Team Games, before Don leaves for Atlanta.

Thompson, Avelina

From: Gray, Tracy
Sent: Monday, April 29, 1996 9:55 AM
To: Mathis, Donald; Sagawa, Shirley
Cc: Clay, Reggie; Green, Ida; Spitale, Nicole; Thompson, Avelina
Subject: RE: Request for Meeting This Week Before
Importance: High

Don--I look forward to it. And thanks for pulling the party together for Janna. She was truly appreciative. We will miss her.

From: Sagawa, Shirley on Mon, Apr 29, 1996 9:21 AM
Subject: RE: Request for Meeting This Week Before
To: Mathis, Donald; Gray, Tracy
Cc: Thompson, Avelina; Spitale, Nicole; Clay, Reggie; Green, Ida

this sounds like a good idea.

From: Mathis, Donald
Sent: Monday, April 29, 1996 8:54 AM
To: Sagawa, Shirley; Gray, Tracy@CNCS MS Mail Serve
Cc: Thompson, Avelina; Spitale, Nicole; Clay, Reggie; Green, Ida
Subject: Request for Meeting This Week Before I Relocate

This is my last full week in the office. I leave for Atlanta this coming weekend and will be gone through early September. I plan to come back for a day or two per month.

It might be useful to have a meeting of the staff who are key to AmeriCorps Team for the Games before I leave, and I'd also appreciate 3-5 minutes of time with just the two of you to outline any worst case contingencies.

Shirley, would you consider convening a meeting this week with Terry R., Larry W., Simon B., J. Toscano, Mal Coles, Jessica M., someone from A*NCCC, and anyone else you think should be there? I'll be glad to work up an agenda. Please let me know if you want to do this and when it might be okay with your schedule. THANKS.

Thompson, Avelina

From: Spitale, Nicole
Sent: Thursday, April 18, 1996 10:00 AM
To: Thompson, Avelina; Josephson, Markus@CNCS MS Mail
Subject: FW: Mentoring Forum

Does Shirley and Susan have any time on May 1 or 2 to meet for an hour re. mentoring forum? Thanks.

From: Calvo, Cecilia
Sent: Thursday, April 18, 1996 9:57 AM
To: Spitale, Nicole
Subject: RE: Mentoring Forum

It's been so long I forgot the mentoring memo. I think Shirley passed it on to HW for review. I would add your suggestions. i can't believe I forgot to add mentors! Daaahhh!

reedman
Sure let's schedule. Marc F. will be in DC on May 1 or 2 to meet. He will have good ideas on a mentoring forum.

From: Spitale, Nicole
To: Calvo, Cecilia
Subject: Mentoring Forum
Date: Thursday, April 18, 1996 9:48AM

Have you gotten any feedback on the Forum on Mentoring memo? I thought it was great. Two suggestions: 1) Could we add "mentors" to the list of attendees? Especially if we find some really dedicated, long-term mentors who are also leaders in their communities (like the police officer guy in DC), and 2) Under "Process" #3 "to specify how they anticipate that national service..." I think this is a really great idea. It's kind of an insurance policy for the Corporation that we're going to get some tangible results. I was just wondering if maybe we can provide suggestions on how these communities can do this in the invitation.

Let me know if you need me to remind Shirley about this. Maybe we should set up another meeting for real soon?

Thompson, Avelina

To: Connolly, AnnMaura
Subject: RE: Wingspread

Anne, Shirley has not passed your e-mail to me yet, but Wednesday, May 1 can be anytime in early afternoon, say 1 or 1:30. Is she returning the same day? If it must be earlier, then we could try at 11:30 or 12 noon (but cannot be sure because Harris has his team leaders meeting from 10-12). Please let me know if any of these times are okay. Thanks.

From: Connolly, AnnMaura
Sent: Wednesday, April 03, 1996 1:57 PM
To: Thompson, Avelina; Van der Veer, Gretchen; Karasik, Judy; Spitale, Nicole; Sagawa, Shirley; Calvo, Cecilia; Hudson, Melinda@CNCS MS Mail S; Stroud, Susan@CNCS MS Mail Ser
Subject: Wingspread

I spoke with Ellen Porter Honnet today and she confirmed that Wingspread is interested in working with us on the meeting of traditional youth serving organizations. She is checking dates with Carla Freeman, her counterpart at the Johnson Foundation and will get back to me on April 14 with some possibilities. She seems to think it is likely that the date will fall over the summer or in the early fall.

Ellen will be in DC on Wednesday May 1 and I think it would be useful to meet with her to talk through our goals and to hear more from her about meeting design, etc. They will work closely with us to design the meeting to be sure that we are outcome focused and that the meeting meets our needs and the needs of the participants. Please get back to me with available times on May 1 so that I can schedule the meeting. The earliest Ellen can come in is 10am.

THANKS.

Sagawa, Shirley

Thursday, May 02, 1996

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9:00	-12 Briefing for Harris 8501
:30	
10:00	10:15AM - 10:45AM Chris Kwak, Kellogg Foundation & Anne Maura C in 8503
:30	
11:00	
:30	Lunch w/Catherine M
12:00	
:30	
1:00	
:30	
2:00	House Subcommittee on VA/HUD Appropriations on FY '97 funding in H-143 of the Capitol
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Sagawa, Shirley

Friday, May 03, 1996

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9:00	
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10:00	Harris' Team Leaders 8501
:30	
11:00	
:30	
12:00	Harris re. 1997 AmeriCorps grant guidance & lunch <i>w/Debbie</i>
:30	
:00	
:30	
2:00	Informal Visit of Senior Program Officers w/Harris/Diana A & Peter H room 9520
:30	
3:00	OMB meeting re. AmeriCorps Reform w/Ken Apfel, Larry Matlack, Pamela VanWie, Harris, Gene and Steve, Room 260 OEOB, contact- Debbie Kramer (395-4844, fax 395-5730)
:30	
4:00	All staff presentation for AmeriCorps Direct 8410 <i>Shirley will call when she returns</i>
:30	
5:00	
:30	
6:00	
:30	
7:00	
:30	

*Call w/ST
AmeriCorps
Commissioner
(702) 707-1736*

*12 w/ Debbie
lunch w/ Bill R*

Hugh Bailey

Monday, May 06, 1996

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9:00	
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10:00	Management Working Group 8501
:30	
11:00	
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12:00	Tracy/Terry/Melinda & Debbie re AmeriCorps Alums briefing 8501
:30	
:00	All staff presentation for AmeriCorps Direct 8412
:30	
2:00	
:30	
3:00	Forums' Lessons Learned w/Gretchen, Cecilia, Susan, Nicole, Melinda, AnnMaura, J, Judy K, Margaret, Irene, Brian T room 8410
:30	
4:00	
:30	Sr. Staff Meeting Room 8410
5:00	
:30	5/12/96
6:00	
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Monday, May 06, 1996

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9:00	
:30	
10:00	Management Working Group 8501
:30	
11:00	
:30	
12:00	Peter H to brief on possible call from Dave Mercer, CEO, YMCA USA Chicago
:30	<i>Troy Terry / meet with Debbie Ameri Corp</i>
1:00	<i>all staff presentation for Ameri Corp</i>
:30	
2:00	
:30	
3:00	Forums' Lessons Learned w/Gretchen, Cecilia, Susan, Nicole, Melinda, AnnMaura, J, Judy K, Margaret, Irene, Brian T room 8410
:30	
4:00	
:30	Sr. Staff Meeting Room 8410
5:00	
:30	<i>Jim S</i>
6:00	
:30	
7:00	
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Cage
8501
8412

Thompson, Avelina

From: Spitale, Nicole
Sent: Monday, April 29, 1996 9:30 AM
To: Trelstad, Brian; Beattie, Irene; London, Diana; Van der Veer, Gretchen; Ekstrom, Jim; Karasik, Judy; McLaughlin, Margaret; Spitale, Nicole; Connolly, AnnMaura; Calvo, Cecilia; Endres, Tom; Hudson, Melinda@CNCS MS Mail S; Algra, Diana@CNCS MS Mail Serv; Stroud, Susan@CNCS MS Mail Ser; Toscano, J@CNCS MS Mail Server
Cc: McGowan, Andrew; Thompson, Avelina; Josephson, Markus@CNCS MS Mail
Subject: RE: Lessons Learned

This meeting will be in room 8410. Thank you.

From: Spitale, Nicole
Sent: Monday, April 29, 1996 9:08 AM
To: Trelstad, Brian; Beattie, Irene; Van der Veer, Gretchen; Karasik, Judy; McLaughlin, Margaret; Connolly, AnnMaura; Calvo, Cecilia; Hudson, Melinda@CNCS MS Mail S; Stroud, Susan@CNCS MS Mail Ser; Toscano, J@CNCS MS Mail Server
Cc: McGowan, Andrew; Thompson, Avelina; Josephson, Markus@CNCS MS Mail
Subject: Lessons Learned

Gretchen has requested that we meet with Shirley to go over the "lessons learned" from past forums and seminars. This meeting is scheduled for Monday, May 6 at 3:00 pm (room 8410). Anyone who has been involved in a forum or seminar in the past-- or will be involved in the future-- should attend this meeting. Please let me know if you cannot attend. Thank you.

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h

Thompson, Avelina

From: Green, Ida
Sent: Monday, May 06, 1996 11:11 AM
To: Slobig, Frank; Oltmann, Hank; Kenefick, Mike; Seligman, Mikki; Casas-Don, Rafael; Sagawa, Shirley; Russell, Terry; Gray, Tracy@CNCS MS Mail Serve; Jospin, Debbie@CNCS MS Mail Se; Zakai, Marlene@CNCS MS Mail Se; Hamasaka, Laura@CNCS MS Mail S; Algra, Diana@CNCS MS Mail Serv; Rosenberry, Peg@CNCS MS Mail S
Cc: Thompson, Avelina; Flowers, Vivian; Walker, Elinor; Harrison, Rosa@CNCS MS Mail Se; Gale, Jeffrey@CNCS MS Mail Ser
Subject: RE: National Direct Staff Presentation Meeting

I am sending this message again because it was not received by everyone.

From: Green, Ida
To: Sagawa, Shirley; Algra, Diana@CNCS MS Mail Serv; Russell, Terry; Kenefick, Mike; Gray, Tracy@CNCS MS Mail Serve; Rosenberry, Peg@CNCS MS Mail S; Casas-Don, Rafael; Hamasaka, Laura@CNCS MS Mail S; Oltmann, Hank; Seligman, Mikki; Slobig, Frank; Zakai, Marlene@CNCS MS Mail Se; Jospin, Debbie@CNCS MS Mail Se
Cc: Thompson, Avelina; Harrison, Rosa@CNCS MS Mail Se; Flowers, Vivian; Gale, Jeffrey@CNCS MS Mail Ser; Walker, Elinor
Subject: National Direct Staff Presentation Meeting
Date: Monday, May 06, 1996 10:15AM

The above subject meeting will be held today, Monday, May 6th from 1:00-2:30pm in room 8412.

Sagawa, Shirley

Tuesday, May 07, 1996

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7:00	
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8:00	
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9:00	Appointment for Matt
:30	Ken Appel Rm 260 DEOB
10:00	ED 1. David Longenecker 3. M. Chelle
:30	2. Terry Peterson 4. Ken Talo
11:00	
:30	
12:00	Mtg w/ staff re President's speech
:30	
1:00	Annexation C
:30	Executive Director's Team Leaders (Small)
2:00	Policy Working Group 8410
:30	
3:00	
:30	
4:00	All Staff Review of State Processes at Hotel, EMBASSY SUITES, 22ND & M Streets NW, Room 733 (202) 857-3388
:30	
5:00	
:30	
6:00	
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7:00	
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8:00	
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(395-4844)
Cavataio
Bruce Reed
one or two from
President's speech
writing office

2:30 Lew Hyman

Thompson, Avelina

From: Spitale, Nicole
Sent: Monday, May 06, 1996 10:41 AM
To: Thompson, Avelina; London, Diana; Scheibel, James A.; Potter, Lance; Wilson, Larry; Wilson, Larry; Waldman, Steven; Russell, Terry; Rymph, David; Scott, Donald; Kowalczyk, Gary; Sofer, Gene; Endres, Tom; Coles, Malcolm; Gray, Tracy@CNCS MS Mail Serve; Jospin, Debbie@CNCS MS Mail Se; Algra, Diana@CNCS MS Mail Serv; Stroud, Susan@CNCS MS Mail Ser; Rosenberg, Peg@CNCS MS Mail S
Cc: Trueheart, Blanche; Cooper, Crystal; Cooper, Crystal; Lamphear, Laura; Lamphear, Laura; Carpenter, Patricia; Carpenter, Patricia; Flowers, Vivian; Flowers, Vivian; Walker, Elinor; Walker, Elinor; Green, Ida; Green, Ida; Pimble, Jean; Pimble, Jean; Sheridan, Mary; Sheridan, Mary; Perdue, Patricia; Perdue, Patricia; Parnell, Ulysses; Josephson, Markus@CNCS MS Mail; Josephson, Markus@CNCS MS Mail; Harrison, Rosa@CNCS MS Mail Se; Harrison, Rosa@CNCS MS Mail Se; Gale, Jeffrey@CNCS MS Mail Ser; Gale, Jeffrey@CNCS MS Mail Ser
Subject: Policy Working Group
Importance: High

The meeting tomorrow (Tuesday, May 7 at 2-4 pm in room 8410) will focus on the following two agenda items:

1. Discussion of Guidelines for Unified State Plan (Peg Rosenberg)
2. Service Term Options (Terry Russell)

A handout for each item was distributed three weeks ago. If you need additional copies, please call me (x 484).

Please RSVP to me ASAP-- these are critical discussion items which require your participation. I need a head count as soon as possible. If a number of staff persons are not able to attend (due to grant reviews, etc.), the agenda will probably be changed.

Thank you.

Thompson, Avelina

From: Thompson, Avelina
Sent: Tuesday, April 30, 1996 6:40 PM
To: London, Diana; Scheibel, James A.; Potter, Lance; Wilson, Larry; Russell, Terry; Scott, Donald; Kowalczyk, Gary; Sofer, Gene; Endres, Tom; Coles, Malcolm; Gray, Tracy@CNCS MS Mail Serv; Jospin, Debbie@CNCS MS Mail Se; Algra, Diana@CNCS MS Mail Serv; Stroud, Susan@CNCS MS Mail Ser; Rosenberry, Peg@CNCS MS Mail S
Cc: Cooper, Crystal; Lamphear, Laura; Spitale, Nicole; Carpenter, Patricia; Flowers, Vivian; Walker, Elinor; Green, Ida; Pimble, Jean; Sheridan, Mary; Perdue, Patricia; Josephson, Markus@CNCS MS Mail; Harrison, Rosa@CNCS MS Mail Se; Gale, Jeffrey@CNCS MS Mail Ser
Subject: Policy Working Group and Executive Director's Team Leaders

The Tuesday, May 7 Policy Working Group meeting from 10:30 to 11:30 has been moved to the afternoon to 2 p.m.

Prior to the 2:00 p.m., there will be (as always) a 1/2 hour Executive Director's team leaders' meeting at 1:30 p.m.

We may have to have these meetings in the afternoon in order to accommodate Shirley's hectic schedule. I will be back to you with more details. Thanks.

Sagawa, Shirley

Wednesday, May 08, 1996

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9:00	
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10:00	Hdqtrs meeting/Bond Drive 8410 Speak about Planning & reauthorization
:30	
11:00	
:30	
12:00	
:30	
1:00	Lunch w/Marcia at Women's Museum
:30	
2:00	
:30	
3:00	Mary Elizabeth Larson, 632 Hart
:30	
4:00	
:30	SAVE AFTERNOON FOR SHIRLEY TO WRITE AND READ
5:00	
:30	
6:00	
:30	
7:00	Convention Center (bring your heels/earrings, etc.)
:30	
8:00	
:30	

Note:
 - Shirley give
 you financial
 STATEMENT to
 Greg!!!
 - Bring me a check
 for 9.87 made to
 Exp. for hotel services
 Ave. wa
 12 N lunch w/
 Joe S & others

Sagawa, Shirley

Wednesday, May 08, 1996

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9:00	
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10:00	Harris' team leaders meeting
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To Do (Active):

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

10:00 am
Bond Drive
8410

12:00
Avalon
lunch w/
Joe S & others

Hart 632 Mary Larson, Kassenbaum's
Forum Decision Mtg w/ Harris, Shirley, Susan & Cecilia
in 8501

SS to write & send time

Sagawa, Shirley

Thursday, May 09, 1996

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7:00	
:30	
8:00	MATT'S APPOINTMENT
:30	
9:00	AMERICAN FOLKLIFE BOARD MEETING
:30	Committee meetings 101 Independence Ave SE
10:00	Go out for lunch
:30	Resume committee meetings
11:00	May end around 3:00 p.m.
:30	I informed them that you will not be able to attend this meeting, but will try your best to be there Friday, May 10
12:00	
:30	
1:00	Conference call w/Bd of Directors
:30	
2:00	
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3:00	
:30	Reauthorization Working Group 8414
4:00	
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8:00	
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To Do (Active):

3 12-1 class on e-mail in 8412 starts on...

11:20 WH w/Gene + others

Thursday, May 09, 1996

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7:00	
:30	
8:00	MATT'S APPOINTMENT
:30	
9:00	AMERICAN FOLKLIFE BOARD MEETING
:30	Committee meetings 101 Independence Ave SE
10:00	Go out for lunch
:30	Resume committee meetings
11:00	May end around 3:00 p.m.
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1:00	Conference call w/Bd of Directors
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3:00	
:30	Reauthorization Working Group 8414
4:00	
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8:00	
:30	

They are aware
you will not be
able to attend
today. But
miss expect you
Friday 5/10, if
you are able to
get away.

To Do (Active):

~~2:30 Reauthorization Working Group ...~~

12-1:00 p.m.
class on e-mail
Rm 8412

Thursday, May 09, 1996

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8:00 on matl appt

9:00	AMERICAN FOLKLIFE BOARD MEETING	Prep for May 17 hearing
:30	Committee mtg	
10:00	Modera	
:30	101 Independence S.E.	
	Rm 642	
11:00		
:30		
12:00		
:30	out for lunch	
:00		Conference call w/Bd of Directors
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:30		Reauthorization Working Group 8414
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To Do (Active):

3 3:30 Reauthorization Working Group ...

12-1:00
e-mail
Rm 8412

Thompson, Avelina

From: Kelly, Laura
Sent: Thursday, May 02, 1996 1:22 PM
To: _CNSALLEMPHQPO1
Subject: E-mail Q&A/Training hour

To clear up some confusion about using all employee and personal mail groups, Automation will be holding a brown bag question and answer session on e-mail next Thursday, May 9th, from 12:00 to 1:00. A pc will be set up in conference room 8412.

A demonstration of the Exchange client and all e-mail functions will also be available. We will answer any questions on mail groups, address books and any other e-mail question you may have.

If you have any questions regarding e-mail before then, call me at X357.
Hope to see you there.

370-4781
703 816-3424

Thompson, Avelina

To: Scheibel, James A.; Jospin, Debbie@CNCS MS Mail Se; Russell, Terry; Hacaj, Sylvia A.; Kowalczyk, Gary; Loeser, Stu; Russell, Terry; Sagawa, Shirley; Sofer, Gene; Waldman, Steven; Toscano, J
Subject: FW: info for reauth group
Importance: High

From: Hudson, Melinda
Sent: Thursday, May 09, 1996 11:59 AM
To: Hacaj, Sylvia A.; Kowalczyk, Gary; Loeser, Stu; Russell, Terry; Sagawa, Shirley; Sofer, Gene; Waldman, Steven; Toscano, J
Cc: McGowan, Andrew; Perdue, Patricia; Raines, Susan; Thompson, Avelina; Trueheart, Blanche
Subject: info for reauth group
Importance: High

I'll miss today's meeting but wanted to update you all on outreach/reform.

Friday, May 10, 12:30 pm Gene, Terry, Tracy will present the reform plan to the YSA WORKING GROUP. The Coalition will be there as well, no separate meeting. Attaway!

Monday, May 13, 1:30 pm in Shirley's conference room, a teleconference call on the reform package with the field. Up to 24 can sign up and the calls are coming into Drew. Monday morning, we'll have a list. Harris, Shirley, Terry, Diana Algra, Gene, Steve, and Gary (this is news to you so if you can or would like). ANYone else? The reform plan was faxed, listserved, and e-mailed on Tuesday, May 7. It was as broad a distribution as we could manage (program and pl, internal and external) so we hope it generates some feedback. Folks were instructed to provide written comment to Terry.

Tom Curlich

Pres. Mallory
Notre Dame
Head of Campus Compact
Phy 219 631-7428

~~Adapted from~~
Lynette alerted to HOC comm
about a great thing
it's the best in the

Shirley,

5/9

Harris

Laurea Lamphere
called to say that
Harris had told
Jim to come to
Migrant team
mtgs. Is he
referring to
the "Monday 1000
am Migrant Working
Group" or to
Harris' Team leaders'
mtgs.?

Avelina

Peter/Terry R/mick
Diana A / KLT &
Peg R. re
independent state
renewed process

Sagawa, Shirley

Friday, May 10, 1996

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7:00	
:30	
8:00	
:30	
9:00	AMERICAN FOLKLIFE BOARD MEETING
:30	Library of Congress/Madison Building
	101 Independence Ave SE
	Room LM-642
10:00	Full Board Meeting
:30	
11:00	Lunch will be served
:30	
12:00	Will end as soon as lunch is over
:30	
1:00	
:30	
2:00	
:30	
3:00	
:30	
4:00	Terry/Peter H/Mike K/Diana A/Debbie J/Peg R re "inadequate state review process" ...
:30	
5:00	
:30	
6:00	
:30	
7:00	
:30	
8:00	
:30	

To Do (Active):

3 12-1 class on e-mail in 8412 starts on...

Sagawa, Shirley

Friday, May 10, 1996

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9:00	AMERICAN FOLKLIFE BOARD MEETING	HOLD - May 24th Leadership Seminar
:30	<i>Full Bd mtg</i>	
10:00		
:30		
11:00		
:30		
12:00	<i>lunch</i>	
:30		
:00		
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6:00		
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7:00		
:30		

*Peter / Terry R / Mike K
Diana A / Deb J & Peg R
de predequels state. Anna
pares*

*12:30 pm
1:30
Cancel my mtg team
for monday, may 13
at 10:00 am*

Monday, May 13, 1996

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7:00	
:30	
8:00	
:30	
9:00	
:30	Prep for forum decision meeting w/Harris and others
10:00	Management Working Group 8501 <i>How to Rev...</i>
:30	
11:00	<i>Mary E. Larson</i> <i>Cneel</i>
:30	<i>2240 6770</i>
12:00	Lunch w/Harris
:30	<i>decisions at lunch</i>
1:00	
:30	Conference call w/Terry R./Gene S/Steve W/Diana A re reform for AmeriCorps
2:00	
:30	Harris/Susan S/Ceelia G/Nicole S re forums decision meeting room 8501
3:00	
:30	Meeting w/Susan S.
4:00	
:30	Sr. Staff Meeting Room 8410
5:00	
:30	
6:00	
:30	
7:00	
:30	
8:00	
:30	

*Briefing in the
Hall
Gory/Gene S & 2
Dirksen
Since 5:45 Briefing*

*Presidents Initiative
w/Steve/Tony/Susan
in Jky*

*NPCC
Guests Gene/Gory
in Suite 7*

Sagawa, Shirley

Monday, May 13, 1996

S	M	T	W	T	F	S
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26	27	28	29	30	31	

9:00	
:30	<i>Prep for forum decision mtg w/ Harris & others</i>
10:00	Management Working Group 8501
:30	
11:00	
:30	
12:00	Lunch w/Harris
:30	
1:00	
:30	<i>Teleconference re re forum for</i>
2:00	<i>ambassadors</i>
:30	<i>Harris Susan S / Cecile C / Nicole re 8501</i>
3:00	<i>Forum Decision mtg</i>
:30	<i>Coffee w/ Susan S</i>
4:00	
:30	Sr. Staff Meeting Room 8410
5:00	
:30	
6:00	
:30	
7:00	
:30	

*Call Chuck
if possible for
lunch*

Thompson, Avelina

From: Hudson, Melinda
Sent: Monday, May 06, 1996 6:21 PM
To: Russell, Terry; Sagawa, Shirley; Sofer, Gene; Waldman, Steven; Algra, Diana
Cc: McGowan, Andrew; Raines, Susan; Thompson, Avelina
Subject: changing the conference call
Importance: High

We would all, fields and streams, benefit from Harris's presence at the conference call on the proposed reforms. AND due to the extraordinarily fleet fingers of Avelina and Deb, we were able to find a time for the conference call that could fit Harris's and Shirley's schedules. !!

So the new time and date is Monday, May 13, 1:30 pm. (changed from Tuesday, 1:00 pm). I hope this is manageable for you and apologize for any inconvenience this causes.

Who'll be on the line? Dunno yet. When we fax the reform out to the field, we invite their participation in the conference call. It's going out to all program sorts (attaway Rosa) and all coalition/partners sorts.

Thompson, Avelina

From: Spitale, Nicole
Sent: Monday, April 29, 1996 10:27 AM
To: Calvo, Cecilia; Stroud, Susan@CNCS MS Mail Ser
Cc: Thompson, Avelina; Josephson, Markus@CNCS MS Mail
Subject: Harris briefing meeting on forums

This meeting with Shirley and Harris is set up for Wednesday, May 8¹³ at 3:00 pm. Cecilia and I are drafting a briefing paper to give to Harris the night before. The focus of the meeting should be to present the proposals for all upcoming forums and get Harris' feedback.

Markus and Avelina-- Can we schedule a pre-meeting with Susan, Cecilia, Shirley and myself for Tuesday, May 7?

Thanks.

14.30 May 13

JOHN F. KERRY, MASSACHUSETTS, CHAIRMAN
 DANIEL K. INOUE, HAWAII
 ROBERT C. BYRD, WEST VIRGINIA
 EDWARD M. KENNEDY, MASSACHUSETTS
 JOSEPH R. BIDEN, DELAWARE
 WENDELL M. FORD, KENTUCKY
 AM NUNN, GEORGIA
 PATRICK J. LEAHY, VERMONT
 DAVID PRYOR, ARKANSAS
 CHRISTOPHER J. DODD, CONNECTICUT
 TOM HARKIN, IOWA
 J. JAMES EXON, NEVADA
 MAX BAUCUS, MONTANA

United States Senate
 Democratic Steering and
 Coordination Committee

Washington, DC 20510-7050

(202) 224-3232

BLAKE CRAWFORD, FLORIDA
 KENT CONRAD, NEVADA
 CARL LEVIN, MICHIGAN
 RICHARD H. BRYAN, NEVADA
 HERBERT H. KLEIN, WISCONSIN
 BARBARA BOXER, CALIFORNIA
 JOHN B. BREAU, LOUISIANA
 TOM DASCHLE, SOUTH DAKOTA
 HOWELL HEFLIN, ALABAMA
 FRANK LAUTENBERG, NEW JERSEY
 JEFF BINGAMAN, NEW MEXICO
 PAUL SIMON, ILLINOIS

FAX COVER SHEET

DATE:

TO:

Gene Sofer / Shirley Sagawa
 David O'Brien

FAX #:

FROM:

Ken Ryman

DEMOCRATIC STEERING AND COORDINATION COMMITTEE
 712 HART SENATE OFFICE BUILDING
 PHONE: (202) 224-9048
 FAX: (202) 224-5476

MESSAGES:

Notice of Change of Location
 for Monday's Briefing. See you
 there.

1304] From: Ken Rynne at DPC 5/10/96 3:21PM (371 bytes: 2 ln)
To: D-LD at List-Server, D-SD at List-Server
cc: John Gomperts, Rusty Greiff, Paul Thornell
Subject: Location Change For Monday's AmeriCorps Briefing: SD-562

----- Message Contents -----

Monday's AmeriCorps Briefing will be held in SD-562, 10 am.
Please notify the responsible staff. Thank you.

Sagawa, Shirley

Tuesday, May 14, 1996

S	M	T	W	T	F	S
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7:00	
:30	
8:00	
:30	
9:00	Appointment for Matt
:30	
10:00	10:15AM - 5:15PM Strategic Planning Group of the President's Summit
:30	Crystal City Courtyard Marriott
11:00	2899 Jefferson Davis Highway
:30	Arlington, VA
	(703) 549-3434
	(THERE'S PARKING --\$8.00 PER DAY)
12:00	
:30	
1:00	
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To Do (Active):

3 Executive Director's Team starts on...
3 Financial Disclosure starts on Tue...

Sagawa, Shirley

Tuesday, May 14, 1996

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7:00	
:30	
8:00	
:30	
9:00	Appointment for Matt
:30	
10:00	Executive Director's Team Leaders (expanded) Tracy G to chair 8410
:30	
11:00	
:30	Maria
12:00	
:30	
1:00	Management Working Group 8501
:30	
2:00	Diana A weekly 1/2 hr.
:30	↓
3:00	SHIRLEY'S TIME TO READ & WRITE
:30	
4:00	all staff meeting (at Hater) w/
:30	Diana A / Shirley / Mike K / Peggy L / Tracy G & Terry R
5:00	
:30	
6:00	
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7:00	
:30	
8:00	
:30	

To Do (Active):

3 SHIRLEY'S FINANCIAL...

Boyle of Light
Petersburg

Miriam

8501

Sagawa, Shirley

Tuesday, May 14, 1996

S	M	T	W	T	F	S
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9:00	
:30	Mom's doctor
10:00	Executive Director's Team Leaders (Large) 8410
:30	
11:00	
:30	
12:00	
:30	
:00	Conf call on Governance - Region A
:30	
2:00	Diana A weekly 1/2 hr.
:30	Shirley's time to read & write
3:00	
:30	
4:00	
:30	
5:00	
:30	
6:00	
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7:00	
:30	

*Check Helen
writing
group
for 5/14

Final
Disc
due 3/15/96

Thompson, Avelina

From: Rosenberry, Peg
Sent: Friday, March 15, 1996 2:55 PM
To: Green, Ida; Raines, Susan; Russell, Terry; Sagawa, Shirley - CNCS/HQPO1/SSAGAWA; Sofer, Gene; Thompson, Avelina - CNCS/HQPO1/ATHOMPSO; Waldman, Steven; *Program Planning; Algra, Diana; Kenefick, Mike; Toscano, J; Zakai, Marlene
Subject: Senior Decision Meetings
Importance: High

As you know, we are approaching the renewal season for AmeriCorps and Learn and Serve grantees and we need to schedule the senior staff decision meetings. This year, we have told the states we will make decisions on renewal submissions on a rolling basis and not wait to make all decisions in one meeting, thus holding up some of the outstanding states that could have been told before we had completed the reviews of all the states.

Therefore, we are scheduling twice weekly meetings with senior staff and will make decisions on about 8 - 10 states or programs in each meeting. The meetings will begin on May14 and continue through June. The best times for Harris are:

Tuesdays: 2:30 - 4:00
Thursdays: 4:30 - 6:00

Please let me know if you have conflicts with these times by Monday COB. If not, please set aside these times through June 27. Thanks.

Thompson, Avelina

From: Van der Veer, Gretchen
Sent: Tuesday, May 14, 1996 3:05 PM
To: Thompson, Avelina; Peters, DeAndrea; McLaughlin, Margaret; Lubertoizzi, Mary; Lenhard, Tom@CNCS MS Mail Serv; Lee, Myung; Lanza, Colleen; Hallerman, Karen; Green, Ida; Gray, Tracy@CNCS MS Mail Serve; Beaulieu, Phyllis
Subject: training/cqi group meeting

Karen has a 2:00-3:00 on Wednesday so she would have to come late to a 2:30 meeting. A number of people cannot make Thursday. How about 3:00-4:00 tomorrow? That way Karen could be there for the whole meeting. Could everyone make that? E-mail me only if this will be a problem for you. Count on the meeting being at 3:00 p.m. in Tracy's conference room unless you hear from me otherwise (and I bump it back to 2:30). See you then!

Sagawa, Shirley

Wednesday, May 15, 1996

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7:00	
:30	
8:00	Summit
:30	The Chesapeake Room at the
9:00	Crystal City Courtyard Marriott
:30	2899 Jefferson Davis Highway
10:00	Arlington, VA
:30	(703) 549-3434
11:00	(THERE'S PARKING --\$8.00 PER DAY)
:30	YOU WILL BE HAVING LUNCH THERE.
12:00	
:30	
1:00	
:30	
2:00	
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3:00	
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4:00	
:30	Corporate Leadership Decision Meeting I re national direct
5:00	
:30	
6:00	
:30	
7:00	
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8:00	
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Arrive at —
3-4 pm
Quality improve-
ment or training
mtg in TG's
Conf Room 9th F

Sagawa, Shirley

Wednesday, May 15, 1996

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7:00	
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8:00	
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9:00	
:30	
10:00	<u>16/Terry/Cory/Petre ed awards only</u>
:30	<u>Lunch/Steve W 8501</u>
11:00	Miguel Pulido Mayor of Santa Ana/Jill Arthur, Govt
:30	City org/Paula Thompson ^{(202) 331-8500} Ferguson Group Re
12:00	Lunch w/ Steve W
:30	
1:00	
:30	
2:00	
:30	Corporate Leadership Decision Meeting I re national direct 8410
3:00	
:30	
4:00	Team Leader
:30	
5:00	
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~~more~~
more
mccc-
Move
Financial
Statement
Due

Sagawa, Shirley

Thursday, May 16, 1996

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7:00	
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8:00	
:30	
9:00	Miguel Pulido, Mayor of Santa Ana/Jill Arthur, Asst City Manager & Paula Thompson of...
:30	Briefing on Senate VA/HUD Appropriations Hearings on May 17
10:00	Headstart Fellowship Commission/Washington Hilton, Conn & Fl Aves. NW
:30	
11:00	
:30	
12:00	
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1:00	
:30	
2:00	
:30	
3:00	
:30	Start Reauthorization Briefing
4:00	
:30	Senior Renewal Decisions 8410
5:00	
:30	
6:00	
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7:00	
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:30	

To Do (Active):

3 3:30 p.m. Reauthorization Working...
3 Agenda for Headstart not firm--there...

Sagawa, Shirley

Thursday, May 16, 1996

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26	27	28	29	30	31	

9:00	<i>Miguel Pardo</i>		
:30	Ziegler leadership	Headstart6 Fellowship Commission/Washington Hilton, Conn & FI Aves. NW	
10:00	Briefing for Harris on Int. VA/Hud Appr. Lerring May 17	9:30 - 10:30	10:00 - 10:30 (extended to 10:30)
:30		5:00 fire	
11:00		1:00 - 1:30 1:30 - 2:00	
:30			
12:00			
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:30			
3:00			
:30	Reauthorization Working Group 8414		
4:00	VA HUD Summary Some reauthorization		
:30	Senior Review Decisions		
5:00	Cop. Lerring		
:30	William still		
	NAIL direct		
	8410		
6:00			
:30			
7:00			
:30			

To Do (Active):

3 3:30 p.m. Reauthorization Working...
3 Agenda for Headstart not firm--there...

Paula Thompson
Mayor of South End
Miguel Pulido
Wed 15th
11:00 on

Till Arthur
East City Reg.

(202) 331-8500 VISTA
or 16th

John

2 appts

"edwards" ✓

States that has not sat
in Compliance form -

John R
White H Bldg.

* present to STATE
COMMISSION

Amicus reform

Prince del. response
Stone on her letter

Testimony
collaboration

May 9, 1996

MEMORANDUM



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

FROM: Gene Sofer/Sylvia Hacaj

SUBJECT: Briefing the Day Before May 17 Hearing

There is a meeting scheduled next Thursday, May 16, from 10 a.m. to 12 noon in room 8501, to brief Harris before the Friday, May 17, Senate VA/HUD Appropriations hearing.

cc: Susan Raines
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

May 13, 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: Upcoming Briefings for Harris before Hearings

The following meetings have been scheduled to brief Harris before the Senate VA/HUD Appropriations hearing (May 17) and the Reauthorization hearing (May 21):

Thursday, May 16, 10 a.m. to 12 noon -- Briefing on Senate VA/HUD Hearing in Room 8501.

Thursday, May 16, 3:30 to 4:30 p.m. -- Continuation of briefing on Senate VA/HUD hearing and possibly some discussion of Reauthorization hearing in Room 8501. (NOTE: the Reauthorization working group scheduled at this same time will be cancelled.)

Monday, May 20, 2 to 4 p.m. -- Briefing on Reauthorization hearing in Room 8501.

cc: Susan Raines
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

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AmeriCorps, National Service
Learn and Serve America
National Senior Service Corps