

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 - June 1996 [2]

Stack:

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Row:

66

Section:

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Position:

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Sagawa, Shirley

S M T W T F S

Events for Friday, June 14, 1996:

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| 7:00 | |
| :30 | |
| 8:00 | |
| :30 | |
| 9:00 | 9:15 Volunteer generating w/Diana L/Jim E/Lance P/Nicole S/Peter H/Steve W/Terry R/Gary K/Tracy G & Diana A in 8501 |
| :30 | |
| 10:00 | |
| :30 | David R update |
| 11:00 | Nicole S re prep for policy meeting on competitiveness |
| :30 | |
| 12:00 | |
| :30 | Eli at Toscana West (he will call if he is late) |
| 1:00 | |
| :30 | |
| 2:00 | |
| :30 | |
| 3:00 | |
| :30 | Meet Cameron Hamill (662-3244) at Barista Coffee House (638-1637) at 11th & Penn Ave NW (half block up from Penn Ave on 11th street) |
| 4:00 | |
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| 5:00 | |
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Other appointments:

Task (Active):

Sagawa, Shirley

S M T W T F S

Events for Friday, June 14, 1996:

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| 7:00 | |
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| :30 | |
| 9:00 | 9:15 Volunteer generating w/Diana L/Jim E/Lance P/Nicole S/Peter H/Steve... |
| :30 | |
| 10:00 | <i>Nicole S re prep for policy mtg on <u>competitives</u></i> |
| :30 | David R update |
| 11:00 | |
| :30 | |
| 12:00 | |
| :30 | Eli at Toscana West (he will call if he is late) |
| 1:00 | |
| :30 | |
| 2:00 | |
| :30 | Conf. call w/ Eli / Chris Gallenfor & Terry R |
| 3:00 | ^{3:15} |
| :30 | Meet Cameron Hamill (662-3244) at Barista Coffee House (638-1637) at 11th & ... |
| 4:00 | |
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Other appointments:

Task (Active):

Sagawa, Shirley

S M T W T F S

Events for Friday, June 14, 1996:

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| 7:00 | |
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| 8:00 | |
| :30 | |
| 9:00 | Vol. generating 9:15 Diana L/Jim G/Lance P/Nicole S/Peter H/Steve W/Terry R/Gary K/Tracy G &... |
| :30 | |
| 10:00 | |
| :30 | David Rymph update |
| 11:00 | Dr. Stuart Ross, dentist (with PA) 95 10th Street, NW Suite LL 50 (202) 229 6200 |
| :30 | |
| 12:00 | |
| :30 | Eli Segal Toscano West |
| 1:00 | Cameroon Hamill meet at PA Barista Coffee 11th + E Street 1001 PA 638-1637 |
| :30 | |
| 2:00 | |
| :30 | David R update |
| 3:00 | |
| :30 | Coffee w/ Cameroon Hamill at Barista at 11th + PA 638-1437 |
| 4:00 | |
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Other appointments:

Stuart 1001 PA
Barista Coffee
11th PA
Task (Active):
Amenia at
3:30-5:00pm
T/QQ1 mtg
Rm 9607

Thompson, Avelina

From: Spitale, Nicole
Sent: Wednesday, June 12, 1996 1:28 PM
To: London, Diana; Ekstrom, Jim; Potter, Lance; Spitale, Nicole; Heinaru, Peter; Waldman, Steven; Russell, Terry; Kowalczyk, Gary; Gray, Tracy@CNCS MS Mail Serve; Algra, Diana@CNCS MS Mail Serv
Cc: Thompson, Avelina; Trueheart, Blanche; Bowman, James; Flowers, Vivian; Green, Ida; Harrison, Rosa@CNCS MS Mail Se
Subject: RE: Vol Gen Meeting
Importance: High

Sorry, sorry, sorry. Due to scheduling conflicts, I need to change this meeting to

Friday, June 14, 9:15-10:15 a.m. in 8501.

Is this okay for everybody? Please let me know. Thanks.

From: Spitale, Nicole
Sent: Tuesday, June 11, 1996 11:21 AM
To: London, Diana; Ekstrom, Jim; Potter, Lance; Heinaru, Peter; Waldman, Steven; Russell, Terry; Kowalczyk, Gary; Gray, Tracy@CNCS MS Mail Serve; Algra, Diana@CNCS MS Mail Serv
Cc: Thompson, Avelina; Trueheart, Blanche; Flowers, Vivian; Green, Ida; Harrison, Rosa@CNCS MS Mail Se
Subject: Vol Gen Meeting

Shirley asked me to set up a meeting 4:30 to 5:30 on Thursday, June 13 in room 8501 to develop a Evaluation/TA strategy for volunteer generating (a strategy that may be similar to the action steps taken for Reinventing AmeriCorps) . Please let me know if you cannot make this meeting. Thank you.

Thompson, Avelina

From: Rymph, David
Sent: Monday, May 20, 1996 9:24 AM
To: Thompson, Avelina
Subject: Meeting with Shirley

CORPORATION
FOR NATIONAL
 SERVICE

Could I get a meeting with Shirley sometime later in the week? Wed am, Thurs pm and anytime on Friday are good. The subject would be simply to update her on what I've been working on and to get her feedback and advice.

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

For Monday

Chris Gallagher - 603-228-1181

Janet Benson x219

Eli- Adin - 337-2562

Con call w/
Ginny ✓

Eli S. ✓

Chris G.

& Terry ✓ RD

& Debbie JV

6/17
11:00

6/18
2:30

Sagawa, Shirley

S M T W T F S

Events for Monday, June 17, 1996:

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| 7:00 | |
| :30 | |
| 8:00 | |
| :30 | |
| 9:00 | Susan S & Cecilia C re OFP budget and name change |
| :30 | |
| 10:00 | Management Working Group 8501 |
| :30 | |
| 11:00 | Conference call w/Chris Gallagher/Eli Segal/Terry R & Debbie |
| :30 | |
| 12:00 | |
| :30 | Lunch w/Carol Phillips at Club at Franklin Square, 1300 Eye Street NW |
| 1:00 | |
| :30 | |
| 2:00 | |
| :30 | Karen H re DC Public Schools Initiative |
| 3:00 | Use of title H money w/Tracy/Lance/Terry/David & Larry 8501 |
| :30 | |
| 4:00 | |
| :30 | Sr. Staff Meeting Room 8410 |
| 5:00 | <i>No Sr. Staff</i> |
| :30 | |
| 6:00 | |
| :30 | |
| 7:00 | |
| :30 | |
| 8:00 | |
| :30 | |

Other appointments:

Task (Active):

3 Chris G 603-228-1181 x219 (Janet Benson)...

3 Eli s 202-337-2562 (Adin starts on Mon...

Sagawa, Siirley

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Events for Monday, June 17, 1996:

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| 7:00 | |
| :30 | |
| 8:00 | |
| :30 | |
| 9:00 | Susan S & Cecilia C re OFP budget and name change |
| :30 | |
| 10:00 | Management Working Group 8501 |
| :30 | |
| 11:00 | <i>long. call w/Chris G / Eli Segal / Terry R / Debbie J</i> |
| :30 | <i>in 8501 (one more call Chris Gallagher)</i> |
| 12:00 | |
| :30 | Lunch w/Carol Phillips at Club at Franklin Square, 1300 Eye Street NW |
| 1:00 | |
| :30 | |
| 2:00 | |
| :30 | <i>Karent M DC Julie Sch investigation</i> |
| 3:00 | <i>Tracy G / Lane H / Terry R / David Ralphy W.</i> |
| :30 | <i>re use of some former title H may 8501</i> |
| 4:00 | |
| :30 | Sr. Staff Meeting Room8410 |
| 5:00 | |
| :30 | |
| 6:00 | |
| :30 | |
| 7:00 | |
| :30 | |
| 8:00 | |
| :30 | |

Other appointments:

*(603) 228-1181
 Janet Benson X219
 Eli at 337-2562*

Task (Active):

3 97 guidelines 11-12 noon starts on...

Thompson, Avelina

To: Jospin, Debbie@CNCS MS Mail Se; Russell, Terry
Cc: Walker, Elinor; Flowers, Vivian
Subject: Conference call w/Chris Gallagher

Per Debbie's request, I have set up a conference call on Monday, June 17 at 11:00 a.m.(room 8501) with Chris Gallagher/Eli Segal/Shirley S/Terry R & Debbie Jospin. We will call Chris Gallagher from here. Eli will let know if he does not plan to be at his office or will call in.

Chris Gallagher Tel No. 603/228-1181 (Janet Benson x219)

Eli Segal 202/337-2562 (Adin Miller)

Thanks.

Sagawa, Shirley

S M T W T F S

Events for Tuesday, June 18, 1996:

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| 7:00 | |
| :30 | |
| 8:00 | |
| :30 | |
| 9:00 | |
| :30 | Appointment for Matt (Check schedule of meetings w/Greg) |
| 10:00 | |
| :30 | |
| 11:00 | |
| :30 | <i>Call from Bruce [unclear] re e-mail ✓</i> |
| 12:00 | Barry Zamoff look over your interview & sign <i>12:15 for 15 min. ✓</i> |
| :30 | Lunch w/Sieve W |
| 1:00 | |
| :30 | |
| 2:00 | Telephone call from Kirsten Strand, Maryland Student Service Alliance (410) 767-0361 |
| :30 | |
| 3:00 | Presidents initiative w/London, Diana; Scheibel, James A.; Potter, Lance; Waldman, Steven; Russell, Terry; Kowalczyk, Gary; Sofer, Gene; Gray, Tracy@CNCS MS Mail Serve; Stroud, Susan@CNCS MS... |
| :30 | |
| 4:00 | |
| :30 | Al Naperstak & Harris |
| 5:00 | |
| :30 | Harris/Debbie/Peg/Nancy/Hugh & Calvin prep Harris for L&S review |
| 6:00 | |
| :30 | |
| 7:00 | |
| :30 | |
| 8:00 | |
| :30 | |

Other appointments:

✓

Task (Active):

✓

Thompson, Avelina

From: Thompson, Avelina
Sent: Monday, June 17, 1996 4:01 PM
To: London, Diana; Scheibel, James A.; Potter, Lance; Waldman, Steven; Russell, Terry; Kowalczyk, Gary; Sofer, Gene; Gray, Tracy@CNCS MS Mail Serve; Stroud, Susan@CNCS MS Mail Ser; Toscano, J@CNCS MS Mail Server
Cc: Trueheart, Blanche; Cooper, Crystal; Bowman, James; Flowers, Vivian; Green, Ida; Perdue, Patricia; Josephson, Markus@CNCS MS Mail
Subject: FW: President's new proposal--broad impl
Importance: High

From: Josephson, Markus
Sent: Monday, June 17, 1996 3:36 PM
To: Thompson, Avelina
Subject: RE: President's new proposal--broad impl
Importance: High

From: Thompson, Avelina on Mon, Jun 17, 1996 2:30 PM
Subject: FW: President's new proposal--broad impl
To: London, Diana; Scheibel, James A.; Potter, Lance; Waldman, Steven;
Since most of you have not read this message, I am hoping I am on time. This meeting scheduled for Thursday at 9:00 a.m. in room 8501 has to be changed to TUESDAY, JUNE 18 AT 3:00 P.M. IN 8501. Thank, thank you.

Russell, Terry; Kowalczyk, Gary; Sofer, Gene; Gray, Tracy; Stroud, Susan;
Toscano, J
Cc: Trueheart, Blanche; Cooper, Crystal; Bowman, James; Flowers, Vivian;
Green, Ida; Perdue, Patricia; Josephson, Markus

The President's Initiative followup meeting which was scheduled for Thursday, June 20 at 2:30 p.m. in room 8501 has been moved to 9:00 a.m. in room 8501.
Please e-mail or call me on x394 to let me know that you have received this message. Thanks.

From: Thompson, Avelina
Sent: Monday, June 03, 1996 5:44 PM
To: London, Diana; Scheibel, James A.; Potter, Lance; Waldman, Steven; Russell, Terry; Kowalczyk, Gary; Sofer, Gene; Gray, Tracy@CNCS MS Mail Serve; Stroud, Susan@CNCS MS Mail Ser; Toscano, J@CNCS MS Mail Server
Cc: Trueheart, Blanche; Cooper, Crystal; Bowman, James; Flowers, Vivian; Green, Ida; Perdue, Patricia; Josephson, Markus@CNCS MS Mail
Subject: FW: President's new proposal--broad implementation issues

Kirsten
Strand

MD Student
Srv Alliance
(410) 767-0361

Strategic
Plan

Similar role
what does it
look like
how did it
develop?
A

2:47
Fri.

Eden Fisher Durbin
YMCA Leg. person
202 335-9043

→ Will be reviewing grants. Would love to have lunch @ or otherwise meet @ her next week.

I advised her that if looked like her lunches were all blocked, but you'd let her know....

1-800-208-3359043

S 6/17

Do you know
Eden Fisher Durbin
YMCA (leg person)
202 335-9043

Wants to have lunch w/you this week or meet.

Should I go ahead?

A —
Ok — will call back on way

4:19pm

Nancy V - 6/14

① Can arrange
mediation
first wk of
July

~~①~~ Any time
not good
that week?

② looks like will be there.
3:30-5 for
John's party
on Saturday.

Sagawa, Shirley

S M T W T F S

Events for Wednesday, June 19, 1996:

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| 7:00 | |
| :30 | |
| 8:00 | |
| :30 | Matt's appointment w/Cecilia Reiman at daycare |
| 9:00 | |
| :30 | |
| 10:00 | |
| :30 | Executive Director's Team Leaders (SMALL) 8501 |
| 11:00 | Policy Working Group 8410 |
| :30 | |
| 12:00 | |
| :30 | |
| 1:00 | Lunch w/Eli & Cameron Hamil, Red Sage, 605 14th Street NW (14th & F) 638-4444 |
| :30 | 638-4444 |
| 2:00 | |
| :30 | |
| 3:00 | Mark M & Karen H re publications & other issues |
| :30 | |
| 4:00 | |
| :30 | |
| 5:00 | Learn & Serve/Higher-Ed 8410 |
| :30 | |
| 6:00 | |
| :30 | |
| 7:00 | |
| :30 | |
| 8:00 | |
| :30 | |

Other appointments:

Neale in PA for internet business

Morick will take notes at Policy mtg.

10:30 - PA Audience at Orientation Subcommittee mtg +

Task (Active)

July K's party

Thompson, Avelina

From: Spitale, Nicole
Sent: Tuesday, June 18, 1996 5:48 PM
To: London, Diana; Scheibel, James A.; Potter, Lance; Wilson, Larry; Heinaru, Peter; Waldman, Steven; Russell, Terry; Rymph, David; Scott, Donald; Kowalczyk, Gary; Sofer, Gene; Coles, Mal; Endres, Tom; Gray, Tracy@CNCS MS Mail Serve; Jospin, Debbie@CNCS MS Mail Se; Algra, Diana@CNCS MS Mail Serv; Stroud, Susan@CNCS MS Mail Ser; Kenefick, Mike@CNCS MS Mail Se; Rosenberry, Peg@CNCS MS Mail S
Cc: Thompson, Avelina; Trueheart, Blanche; Bowman, James; Lamphear, Laura; Nguyen, Mariah; Carpenter, Patricia; Clay, Reggie; Raines, Susan; Walker, Elinor; Green, Ida; Sheridan, Mary; Perdue, Patricia; Josephson, Markus@CNCS MS Mail; Harrison, Rosa@CNCS MS Mail Se; Gale, Jeffrey@CNCS MS Mail Ser
Subject: RE: Policy Leadership Working Group
Importance: High

This meeting tomorrow (Wednesday, July 19 at 11:00 am in room 8410) will cover the following topics:

1. '97 AmeriCorps Guidelines
2. The State Competitive Process

You should already have received a handout from Peg Rosenberry with background information on the '97 AmeriCorps Guidelines. A memo on the state competitive process is being hand delivered right now. If you have not received these documents, please contact Mariah Nguyen at Ext 484 in the morning.

From: Spitale, Nicole
Sent: Monday, June 17, 1996 6:58 PM
To: London, Diana; Scheibel, James A.; Potter, Lance; Wilson, Larry; Spitale, Nicole; Heinaru, Peter; Waldman, Steven; Russell, Terry; Rymph, David; Scott, Donald; Kowalczyk, Gary; Sofer, Gene; Coles, Mal; Endres, Tom; Gray, Tracy@CNCS MS Mail Serve; Jospin, Debbie@CNCS MS Mail Se; Algra, Diana@CNCS MS Mail Serv; Stroud, Susan@CNCS MS Mail Ser; Kenefick, Mike@CNCS MS Mail Se; Rosenberry, Peg@CNCS MS Mail S
Cc: Thompson, Avelina; Trueheart, Blanche; Bowman, James; Carpenter, Patricia; Clay, Reggie; Raines, Susan; Walker, Elinor; Sheridan, Mary; Perdue, Patricia; Josephson, Markus@CNCS MS Mail; Harrison, Rosa@CNCS MS Mail Se; Gale, Jeffrey@CNCS MS Mail Ser
Subject: RE: Policy Leadership Working Group
Importance: High

SORRY THERE HAS BEEN ANOTHER CHANGE-- Time of meeting will be 11:00 am - 12:30 pm on Wednesday, June 19 in room 8410. (not 12:00 noon and not 10:30 am). Thanks for your patience.

From: Spitale, Nicole
Sent: Monday, June 17, 1996 5:15 PM
To: London, Diana; Scheibel, James A.; Potter, Lance; Wilson, Larry; Heinaru, Peter; Waldman, Steven; Russell, Terry; Rymph, David; Scott, Donald; Kowalczyk, Gary; Sofer, Gene; Coles, Mal; Endres, Tom; Gray, Tracy@CNCS MS Mail Serve; Jospin, Debbie@CNCS MS Mail Se; Algra, Diana@CNCS MS Mail Serv; Stroud, Susan@CNCS MS Mail Ser; Kenefick, Mike@CNCS MS Mail Se; Rosenberry, Peg@CNCS MS Mail S
Cc: Thompson, Avelina; Trueheart, Blanche; Bowman, James; Carpenter, Patricia; Clay, Reggie; Raines, Susan; Walker, Elinor; Sheridan, Mary; Perdue, Patricia; Harrison, Rosa@CNCS MS Mail Se; Gale, Jeffrey@CNCS MS Mail Ser
Subject: Policy Leadership Working Group
Importance: High

THIS MEETING HAS BEEN RESCHEDULED to accomodate Harris' schedule. The Policy Working Group will meet this Wednesday, June 19 at 12:00 noon in room 8410 (not 10:30 am as originally scheduled). This will be a discussion/decision meeting on the '97 AmeriCorps Guidelines. Peg Rosenberry will be forwarding some information to you in advance which everyone is responsible for. If you have any questions, please contact me at x484. Thanks.

Thompson, Avelina

From: Spitale, Nicole
Sent: Friday, June 14, 1996 3:57 PM
To: Raines, Susan
Cc: Thompson, Avelina
Subject: Policy Working Group Meetings

Please see me on Monday to discuss these upcoming meetings. This will be a regularly, mandatory every-other-week 2-hour meeting with program staff and others starting as soon as possible. Harris has requested to attend these meetings, and Shirley, Gary, and Steve agree that Harris' participation is imperative.

Thank you.

Thompson, Avelina

From: Talbot, Nancy
Sent: Tuesday, June 18, 1996 2:26 PM
To: Ekstrom, Jim; Endres, Tom; Heinaru, Peter; London, Diana; Martinez, Bonnie; Potter, Lance; Russell, Terry; Sagawa, Shirley; Scheibel, James A.; Sofer, Gene; Waldman, Steven; Algra, Diana; Gray, Tracy; Jospin, Debbie; Kenefick, Mike; Rosenberry, Peg; Stroud, Susan; Toscano, J
Cc: Bowman, James; Dawson, Calvin; Flowers, Vivian; Green, Ida; Lamphear, Laura; Lange, Jennifer; Lewis, Brad; Perdue, Patricia; Pimble, Jean; Thompson, Avelina; Trueheart, Blanche; Gale, Jeffrey; Harrison, Rosa; Ihator, laurel; Josephson, Markus; Murphy, Nancy
Subject: Learn and Serve Senior Decision Meetings
Importance: High

The Learn and Serve Senior Staff decision meetings have changed once again. They are now scheduled for the following: Higher Education -- tomorrow, Wednesday, June 19th, 5:00 - 7:00 pm. K-12 -- Thursday, June 20th, 3:30 - 5:30 pm. Both will be held in 8410. Program staff will deliver recommendation books this afternoon.

Sagawa, Shirley

S M T W T F S

Events for Thursday, June 20, 1996:

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| 7:00 | |
| :30 | |
| 8:00 | |
| :30 | |
| 9:00 | <i>Uona a</i> |
| :30 | Learn & Serve Higher Ed 8410 |
| 10:00 | |
| :30 | |
| 11:00 | |
| :30 | |
| 12:00 | Lunch w/Gene & Debbie Women's Legal Defense Fund |
| :30 | |
| 1:00 | |
| :30 | |
| 2:00 | Conference call w/Board & Harris |
| :30 | |
| 3:00 | |
| :30 | Decision meeting w/Sr. Staff re K-12 8410 |
| 4:00 | |
| :30 | |
| 5:00 | Shirley leaves for airport |
| :30 | |
| 6:00 | |
| :30 | |
| 7:00 | |
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| 8:00 | |
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Other appointments:

Task (Active):

3-5 Eric Wis party 9520

Audrin

4:00pm

Sagawa, Shirley

S M T W T F S

Events for Thursday, June 20, 1996:

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| 7:00 | |
| :30 | |
| 8:00 | held |
| :30 | |
| 9:00 | |
| :30 | Luise J/Bill A./Diana A/Terry R/Mike K/Tracy G/Peg F/Steve W re. future work in 8501 |
| 10:00 | |
| :30 | |
| 11:00 | held |
| :30 | |
| 12:00 | Lunch w/Gene & Debbie Women's Legal Defense Fund |
| :30 | |
| 1:00 | |
| :30 | |
| 2:00 | Conference call w/Board & Harris |
| :30 | |
| 3:00 | |
| :30 | Decision meeting w/Sr. Staff re K-12 8410 |
| 4:00 | |
| :30 | |
| 5:00 | Shirley leaves for airport |
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| 6:00 | |
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| 7:00 | |
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| 8:00 | |
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Other appointments:

9:00 ~~Luise J~~

9:30 - 12
L & S Highley

Karen H
DC Initiative
Decisions

Task (Active):

Avelina
4:00 pm orientation
Am 8721

Shirley has
6:30 flight

Thompson, Avelina

To: Anderson, William III
Subject: FW: Site visiting
Importance: High

Bill, I will call you Monday, June 10 to set the meeting Luise requested. I have an appointment in the morning, but I will call as soon as I get in. Thanks.

From: Sagawa, Shirley
Sent: Friday, June 07, 1996 4:57 PM
To: Thompson, Avelina
Subject: FW: Site visiting
Importance: High

Please follow up with Bill about the meeting requested by Luise.

From: Jordan, Luise
Sent: Friday, June 07, 1996 4:09 PM
To: Sagawa, Shirley; Waldman, Steven; Anderson, William III
Subject: RE: Site visiting
Importance: High

x395

Re: approach: We have two basic guides that we use - a review program and an audit program. Bill Anderson can provide those to Steve; however, as you are aware our focus (though evolving) has been primarily financial.

Shirley, in the next week or two Bill and I would like to meet with you and your staff to discuss future work. Bill, would you please coordinate this - keeping in mind the Board of Directors' meeting in San Francisco.

From: Sagawa, Shirley
To: Waldman, Steven
Cc: Jordan, Luise
Subject: Site visiting
Date: Friday, June 07, 1996 2:07PM

I think I mentioned to you that Luise and I talked about putting together a meeting for each unit that does AmeriCorps site visits to discuss their approaches. Since you are looking at site visits in depth through the evaluation task force, it makes sense for you to follow up on this. The groups we discussed were IG staff, grants staff, program officers, and the Merisotis team.

Diana Algra
Bill Anderson
Tracy G

Peter H
Luise J
Mike K (KARINA Reels)
Peggy R
Terry R
Stew W

Uelina -

Bill Anderson

4395

Re: mtg.

Thompson, Avelina

From: Thompson, Avelina
Sent: Wednesday, June 12, 1996 1:45 PM
To: London, Diana; Scheibel, James A.; Potter, Lance; Waldman, Steven; Russell, Terry; Kowalczyk, Gary; Sofer, Gene; Gray, Tracy@CNCS MS Mail Serve; Stroud, Susan@CNCS MS Mail Ser; Toscano, J@CNCS MS Mail Server
Cc: Trueheart, Blanche; Cooper, Crystal; Bowman, James; Spitale, Nicole; Flowers, Vivian; Green, Ida; Perdue, Patricia; Josephson, Markus@CNCS MS Mail
Subject: FW: President's new proposal--broad implementation issues

There will be a followup meeting on the President's initiative on Thursday, June 20 at 2:30 p.m. in room 8501. Please mark your calendars. Thanks.

From: Thompson, Avelina
Sent: Tuesday, June 11, 1996 10:46 AM
To: London, Diana; Scheibel, James A.; Potter, Lance; Waldman, Steven; Russell, Terry; Kowalczyk, Gary; Sofer, Gene; Gray, Tracy@CNCS MS Mail Serve; Stroud, Susan@CNCS MS Mail Ser; Toscano, J@CNCS MS Mail Server
Cc: Trueheart, Blanche; Cooper, Crystal; Bowman, James; Spitale, Nicole; Flowers, Vivian; Green, Ida; Perdue, Patricia; Josephson, Markus@CNCS MS Mail
Subject: FW: President's new proposal--broad implementation issues

Due to the fact that Steve W and Susan S are not back today, this meeting has been moved to Wednesday, June 12 at 9:15 in room 8501. Please mark your calendars--this is the only time available this week and this meeting has been postponed three times, and this show must go on. Thanks for your cooperation. I do appreciate it.

From: Thompson, Avelina
Sent: Monday, June 03, 1996 5:44 PM
To: London, Diana; Scheibel, James A.; Potter, Lance; Waldman, Steven; Russell, Terry; Kowalczyk, Gary; Sofer, Gene; Gray, Tracy@CNCS MS Mail Serve; Stroud, Susan@CNCS MS Mail Ser; Toscano, J@CNCS MS Mail Server
Cc: Trueheart, Blanche; Cooper, Crystal; Bowman, James; Flowers, Vivian; Green, Ida; Perdue, Patricia; Josephson, Markus@CNCS MS Mail
Subject: FW: President's new proposal--broad implementation issues

From: Thompson, Avelina
Due to the grant reviews, this meeting, scheduled for Wednesday, June 12 at 4:30 p.m. has been moved to Tuesday, June 11 at 10:00 a.m. Sorry for the changes. If you have any questions, call me on x394. Thanks.

Sent: Tuesday, May 21, 1996 6:03 PM
To: London, Diana; Scheibel, James A.; Potter, Lance; Waldman, Steven; Russell, Terry; Kowalczyk, Gary; Sofer, Gene; Gray, Tracy@CNCS MS Mail Serve; Stroud, Susan@CNCS MS Mail Ser; Toscano, J@CNCS MS Mail Server
Cc: Trueheart, Blanche; Cooper, Crystal; Bowman, James; Flowers, Vivian; Green, Ida; Perdue, Patricia; Josephson, Markus@CNCS MS Mail
Subject: President's new proposal--broad implementation issues

This meeting which was to take place tomorrow, Wednesday, May 22 at 4:30 p.m. has been postponed due to the continuation of AmeriCorps direct. It will now be on Wednesday, June 12 at 4:30 p.m. in 8501. Please mark your calendars.

AmeriCorps direct will start/continue at 2:30 p.m. on Wednesday, May 22 and will continue until 6:30, if necessary.

Thanks for your patience.

Thompson, Avelina

From: Lerner, Arthur
Sent: Wednesday, June 19, 1996 9:22 AM
To: _HQGROUP
Subject: FW: Blue Cross Service Day

REMINDER!. A Blue Cross service representative will be on site tomorrow to provide personalized customer service. Details below:

From: Lerner, Arthur
To: _HQGROUP
Subject: Blue Cross Service Day
Date: Thursday, June 06, 1996 8:37AM

Blue Cross/Blue Shield is introducing a new concept - Service Days - for employees with Blue Cross health benefits coverage or employees interested in learning more about Blue Cross. A Blue Cross/Blue Shield representative will be here to quickly and accurately respond to any inquiry regardless of complexity. The onsite problem solver will be armed with a laptop computer to directly access your records. Questions on claims or enrollment can be instantly addressed. This will all happen:

THURSDAY, JUNE 20

10:00 AM TO 2:00 PM

ROOM 8412

No appointment is necessary. In the meantime, you can always call Blue Cross for customer service at (202) 484-1650.

Sagawa, Shirley

S M T W T F S

Events for Friday, June 21, 1996:

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| 7:00 | |
| :30 | |
| 8:00 | |
| :30 | |
| 9:00 | Tracy / nurse mothers |
| :30 | ↓ |
| 10:00 | SHIRLEY OUT OF THE OFFICE |
| :30 | |
| 11:00 | |
| :30 | |
| 12:00 | Arrival at |
| :30 | EQI/Training |
| 1:00 | mtg |
| :30 | |
| 2:00 | |
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| 3:00 | |
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Other appointments:

nurse at dentist

~~Arrival at~~
EQI/Training
mtg

Task (Active):

3 97 guidelines 11-12 noon starts on...

Robert
Gordon
514-
1003

Sagawa, Shirley

S M T W T F S

Events for Monday, June 24, 1996:

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| 7:00 | |
| :30 | |
| 8:00 | |
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| 9:00 | Ann Maura & Gretchen V re Kellog proposal |
| :30 | |
| 10:00 | Management Working Group 8501 |
| :30 | |
| 11:00 | |
| :30 | |
| 12:00 | |
| :30 | Lunch w/Robert Gordon (202/514-1003) (will come here) |
| 1:00 | |
| :30 | |
| 2:00 | |
| :30 | David O'B |
| 3:00 | |
| :30 | <i>Hosaka</i> |
| 4:00 | Senior Staff Decision Meeting re AmeriCorps 8410 |
| :30 | |
| 5:00 | |
| :30 | |
| 6:00 | |
| :30 | |
| 7:00 | |
| :30 | |
| 8:00 | |
| :30 | |

Other appointments:

*Eli ✓
Callaghan ✓
Terry ✓*

Task (Active):

*3:30
Nicole/Ameri
~~8410~~*

Thompson, Avelina

From: Flowers, Vivian
Sent: Monday, June 17, 1996 3:17 PM
To: Thompson, Avelina
Subject: RE: Meeting w/IG to discuss future work

next
Senior Staff
Dec Mtg
5-7pm
Wed.

Sorry for the delay, Avelina. But, here it is.

From: Thompson, Avelina
Sent: Tuesday, June 11, 1996 10:08 AM
To: Heinaru, Peter; Waldman, Steven; Russell, Terry; Jordan, Luise; Anderson, William III; Gray, Tracy@CNCS MS Mail Serve; Algra, Diana@CNCS MS Mail Serv; Kenefick, Mike@CNCS MS Mail Se; Rosenberry, Peg@CNCS MS Mail S
Cc: Trueheart, Blanche; Ricks, Karina; Flowers, Vivian; Sykes, Sheila; Green, Ida; Harrison, Rosa@CNCS MS Mail Se; Gale, Jeffrey@CNCS MS Mail Ser
Subject: Meeting w/IG to discuss future work
Importance: High

Shirley asked me to set this meeting requested by the IG. It will be on Thursday, June 20 from 9:30 to 10:30 a.m. in room 8501. Thanks.

From: Thompson, Avelina
Sent: Friday, June 07, 1996 6:07 PM
To: Anderson, William III
Subject: FW: Site visiting
Importance: High

Bill, I will call you Monday, June 10 to set the meeting Luise requested. I have an appointment in the morning, but I will call as soon as I get in. Thanks.

From: Sagawa, Shirley
Sent: Friday, June 07, 1996 4:57 PM
To: Thompson, Avelina
Subject: FW: Site visiting
Importance: High

Please follow up with Bill about the meeting requested by Luise.

From: Jordan, Luise
Sent: Friday, June 07, 1996 4:09 PM
To: Sagawa, Shirley; Waldman, Steven; Anderson, William III
Subject: RE: Site visiting
Importance: High

Re: approach: We have two basic guides that we use - a review program and an audit program. Bill Anderson can provide those to Steve; however, as you are aware our focus (though evolving) has been primarily financial.

Shirley, in the next week or two Bill and I would like to meet with you and your staff to discuss future work. Bill, would you please coordinate this - keeping in mind the Board of Directors' meeting in San Francisco.

From: Sagawa, Shirley
To: Waldman, Steven
Cc: Jordan, Luise
Subject: Site visiting
Date: Friday, June 07, 1996 2:07PM

I think I mentioned to you that Luise and I talked about putting together a meeting for each unit that does AmeriCorps site visits to discuss their approaches. Since you are looking at site visits in depth through the evaluation task force, it makes sense for you to follow up on this. The groups we discussed were IG staff, grants staff, program officers, and the Merisotis team.

Sagawa, Shirley

S M T W T F S

Events for Tuesday, June 25, 1996:

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| 7:00 | |
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| 8:00 | |
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| 9:00 | |
| :30 | Appt for Matt at daycare w/Cecilia <i>Cancel</i> |
| 10:00 | |
| :30 | |
| 11:00 | Senior Decision re AmeriCorps 8410 |
| :30 | |
| 12:00 | <i>Cancelled</i> |
| :30 | |
| 1:00 | |
| :30 | |
| 2:00 | |
| :30 | Luise J/Bill A./Diana A/Terry R/Mike K/Tracy G/Peg R/Steve W re site visits & future work in 8501 |
| 3:00 | |
| :30 | |
| 4:00 | |
| :30 | David O'B |
| 5:00 | |
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Other appointments:

Task (Active):

Sagawa, Shirley

S M T W T F S

Events for Wednesday, June 26, 1996:

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| 7:00 | |
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| 8:00 | |
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| 9:00 | |
| :30 | |
| 10:00 | |
| :30 | Tracy G & others re attrition, enrollment & completion issues 8501 |
| 11:00 | |
| :30 | Cecilia C |
| 12:00 | Susan S/Steve W & Harris re update on President's initiative |
| :30 | |
| 1:00 | |
| :30 | Hold for lunch |
| 2:00 | appt at matt |
| :30 | |
| 3:00 | |
| :30 | Celebration |
| 4:00 | Eli & Arnie K (will come here) |
| :30 | |
| 5:00 | Senior Decision Meeting on AmeriCorps 8410 |
| :30 | |
| 6:00 | Jim S' reception 2301 Conn. Ave NW, #6B (bet. Dupont Cir & Woodly Pk.) |
| :30 | |
| 7:00 | |
| :30 | |
| 8:00 | |
| :30 | |

Other appointments:

✓ Tom Endres
X199

Task (Active):

Thompson, Avelina

From: Green, Ida
Sent: Tuesday, June 25, 1996 2:26 PM
To: Potter, Lance; Sagawa, Shirley; Waldman, Steven; Kowalczyk, Gary; Sofer, Gene; Kenefick, Mike@CNCS MS Mail Se
Cc: Thompson, Avelina; Trueheart, Blanche; Bowman, James; Ricks, Karina; Moore, Dusty; Perdue, Patricia
Subject: Attrition, Enrollment Completion Meeting

A meeting has been scheduled for Wednesday, June 26 (10:30-11:30) in room 8501 to discuss the above subject issues. Please let me know as soon as possible if you are unable to attend.

Thank you for your cooperation!

Sagawa, Shirley

S M T W T F S

Events for Thursday, June 27, 1996:

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| 7:00 | |
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| 8:00 | |
| :30 | |
| 9:00 | |
| :30 | Diana/Terry/Mike & Peg re '97 guidelines |
| 10:00 | Exec Dir's Team leaders. 8410 |
| :30 | |
| 11:00 | |
| :30 | 11:45 a.m. Susan S & David Stone (I am trying to find out who he is--do you know?) |
| 12:00 | |
| :30 | |
| 1:00 | |
| :30 | |
| 2:00 | Mal C |
| :30 | HW's team leaders |
| 3:00 | |
| :30 | |
| 4:00 | |
| :30 | Decision meeting w/Sr. Staff on K12 & HE re Stone |
| 5:00 | |
| :30 | |
| 6:00 | |
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| 7:00 | |
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| 8:00 | |
| :30 | |

Other appointments:

Task (Active):

3:15 Jim Delloso's party! 9520

Thompson, Avelina

From: Stroud, Susan
Sent: Thursday, June 27, 1996 10:33 AM
To: Josephson, Markus
Cc: Sagawa, Shirley; Thompson, Avelina
Subject: RE: re :David Stone
Importance: High

temporarily working for PA; knows Harris from previous work; will help with Pres Initiatives; not clear if he will also help with LSA visibility; I just met him at same time Shirley did yesterday - neither of us has talked with him

From: Josephson, Markus on Thu, Jun 27, 1996 8:58 AM
Subject: re :David Stone
To: Stroud, Susan

Can you tell me a little bit about David Stone. Sveline wants to brief Shirley about this meeting

Sagawa, Shirley

S M T W T F S

Events for Friday, June 28, 1996:

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| 7:00 | |
| :30 | |
| 8:00 | |
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| 9:00 | Matt's appointment at home w/Cecilia |
| :30 | |
| 10:00 | Senior staff AmeriCorps 8410 |
| :30 | |
| 11:00 | |
| :30 | |
| 12:00 | |
| :30 | Lunch w/Debbie & Rick Stamberger <i>Bombay Club 815 Conn Avenue</i> |
| 1:00 | |
| :30 | |
| 2:00 | Hold for Shirley <i>[Signature]</i> |
| :30 | |
| 3:00 | <i>Harris / Steve / Susan President's initiative</i> |
| :30 | |
| 4:00 | |
| :30 | Shirley thank you party for AmeriCorps/L&S /Grants & others 8410 |
| 5:00 | |
| :30 | |
| 6:00 | |
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| 7:00 | |
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| 8:00 | |
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Other appointments:

Task (Active):