

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 - August 1996 [2]

Stack:

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Row:

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Section:

1

Shelf:

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Position:

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Sagawa, Shirley

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Events for Thursday, August 15, 1996:

7:00	
:30	
8:00	
:30	
9:00	Tom Endres/Fran B/Tess S/Jim S re strat planning 8501
:30	
10:00	
:30	
11:00	Terry/Debbie/Steve W/Diana A/Peter H/Mike K & Lisette N re state commission visits 8501
:30	Renewal conferences 9820
12:00	
:30	Lunch w/Susan S
1:00	
:30	
2:00	Calvin D/Susan S/Dick T 7210
:30	
3:00	Amy Allina of My Sister's Place (202/328-2200)
:30	
4:00	Harris re ed awards outreach update
:30	
5:00	
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6:00	
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7:00	
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8:00	
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Other appointments:

Task (Active):

Berning, Michael

To: sagawa
Subject: 10 minutes for PA staff planning meeting?

WHEN: ~~tomorrow~~ (sp.)

TIME: 11:00 a.m.

WHERE: conference room on the ground floor (fountain floor)

WHAT: Public Affairs staff start work on our:

- 1) FY97 operating plan
- 2) three year strategic plan that supports the mission of the Corporation and will be integrated into a larger Corporation plan.

Can you join us at the start of this meeting and provide us some context, parameters and expectations? We think it's valuable that our team understands that we fit into a larger process.

Thompson, Avelina

From: La Fianza, Javier
Sent: Tuesday, August 13, 1996 9:05 AM
To: HBAILEY; N5000J7L; N5000JX4; LBLOCH; DBolden; N5000GHZ; N5000GLW; PHEINARU; JJACKSON; IJONES; DJOSPIN; MLEE; N50007IU; BMartine; FSLOBIG; N50004ZU; N5000IGU; N5000DCT; ATHOMPSO; SSAGAWA
Cc: Morales, Ralph@CNCS MS Mail Se
Subject: Next meeting
Importance: High

The next meeting is still scheduled for this Thur. at 11:30-12:45 or so in room 9820. Among the agenda items is finalizing the theme, discussing plenary session ideas, check in on program directors' manual, and begin planning for the ED and New Program Director's Meetings.

Some departments have not yet turned in the first draft for the Program Directors' Manual. We are quickly falling behind our timeline and need to keep this moving. If you have outstanding issues which are inhibiting the completion of the draft, please let me know ASAP so we can try to address them.

Also, please let me know if you cannot attend on Thursday.

Thanks.

Sagawa, Shirley

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Events for Friday, August 16, 1996:

7:00	
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8:00	
:30	
9:00	SHIRLEY OUT
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10:00	
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11:00	
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3:00	
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Other appointments:

Task (Active):

3 SS out of the office starts on Fri 8/16/96, ends...

Sagawa, Shirley

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Events for Monday, August 19, 1996:

7:00	
:30	
8:00	
:30	
9:00	
:30	Stewart Leathwood re laptop
10:00	Management Working Group 8501
:30	
11:00	
:30	Sr. staff 8410
12:00	
:30	
1:00	
:30	
2:00	Stewart Lord, Production 201 115-9196 x221
:30	Forum team weekly w/Cecilia & others 8501
3:00	
:30	
4:00	Melinda & punnie
:30	Lorry W re Strat planning
5:00	
:30	
6:00	
:30	
7:00	
:30	
8:00	
:30	

Other appointments:

Melinda out

Avelina has a 6:00 pm appt.

Task (Active):

Thompson, Avelina

From: Sagawa, Shirley
Sent: Thursday, August 08, 1996 1:48 PM
To: Thompson, Avelina; La Fianza, Javier
Subject: RE: Plenary session group

I'd like to help.

From: La Fianza, Javier
Sent: Thursday, August 08, 1996 11:38 AM
To: Thompson, Avelina; Sagawa, Shirley
Subject: Plenary session group
Importance: High

As you know, I am trying to pull together a small group to help plan the plenary sessions. Am I interpreting your previously E-mail correctly by assuming that you would like to help with this? If this is true, and I hope it is, could you give me times early next week, Mon or Tues. when you could be available to meet with this group?

Thanks.

Thompson, Avelina

From: Southall, Tijuana
Sent: Wednesday, August 14, 1996 4:02 PM
To: Woodard, Simon; Tucker, Rina; Stroud, Susan@CNCS MS Mail Ser; Sagawa, Shirley; Russell, Terry; Kenefick, Mike@CNCS MS Mail Se; Jospin, Debbie; Gray, Tracy@CNCS MS Mail Serve
Cc: Thompson, Avelina; Miller, Amy R.; Liss, Margaret; Josephson, Markus@CNCS MS Mail; Green, Ida
Subject: K-12 Clearinghouse Meeting
Importance: High

A meeting has been scheduled for 2:00-3:00 pm on Thursday, August 15, 1996 to discuss the National Youth Leadership Council's responses to the concerns/questions resulting from the Corporation's financial and management reviews of the Cooperative Agreement with NYLC. Also, we will discuss the next step. The meeting will be held in room #7210. You should have received by now a copy of NYLC's response and the Corporation's letter dated June 26, 1996. If you don't have these documents, please call Tijuana Southall at x136.

SAGAWA

Sagawa, Shirley

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Events for Tuesday, August 20, 1996:

7:00	
:30	
8:00	
:30	
9:00	Matt's appointment
:30	
10:00	
:30	
11:00	Harris & Hank O re Secy Glickman's briefing
:30	Melinda H/Rhonda T/Mark M/Hank O/Cecilia C/Hugh B/Diana A/Gene S/JT/& Karen H re Ed Awards Only Outreach in 8501
12:00	
:30	Lunch w/Debbie to talk about strat planning
1:00	
:30	
2:00	AnnMaura C& others re Wingspread
:30	
3:00	
:30	Jim E re strat planning
4:00	
:30	Coffee w/Lance P
5:00	
:30	
6:00	
:30	
7:00	
:30	
8:00	
:30	

Other appointments:

Task (Active):

most recent calendar for Shirley!
- Filed.

Thompson, Avelina

From: Hudson, Melinda
Sent: Monday, August 12, 1996 3:34 PM
To: Bailey, Hugh; Calvo, Cecilia; Hallerman, Karen; Miller, Mark; Oltmann, Hank; Sagawa, Shirley; Sofer, Gene; Algra, Diana; Taylor, Rhonda; Toscano, J
Cc: Thompson, Avelina
Subject: AmeriCorps Education Awards
Importance: High

yep. that's the name! Now that the substance is nearly settled, and we have something to call it, we need to finalize our approach to making sure that this is a success. Big stakes.

I'll follow up on suggestions made at last week's meeting and assignments but please mark your calendars for the final summer meeting on the subject. Outreach begins in earnest in September with touch-base meetings every other week to keep us focused and coordinated.

Tuesday, August 20, 11:00 am Room 8501.

If you are unable to attend (August is iffy at best for meetings), please send a BRIEFED representative who can both report and commit. A responsibilities-reminder will be in the next e-mail so that the 20th won't catch anybody by surprise.

- Cecilia ✓
- Melinda ✓
- Rhonda ✓ ~~Melinda~~
- Miller ✓
- Hank Oltmans ✓
- Hugh Bailey ✓
- Diant Algra
- Gene Soter
- Jay Toscano
- Karen HALLERMAN

Edwards
only network

2 week KS

① ~~8/19/96~~

~~10:30 am~~

~~4:00 pm~~

~~2:30 pm~~

~~8/23/96~~

②

8/20

11:00 am

~~or~~

~~3:30 pm~~

Thompson, Avelina

From: Connolly, AnnMaura
Sent: Tuesday, July 30, 1996 2:53 PM
To: Van der Veer, Gretchen; Sagawa, Shirley; Calvo, Cecilia; Hudson, Melinda@CNCS MS Mail S;
Stroud, Susan@CNCS MS Mail Ser
Cc: Thompson, Avelina; Josephson, Markus@CNCS MS Mail
Subject: Wingspread meeting

The planning meeting with Ellen Porter Honnet will be August 20 at 2pm...room to be announced...

Sagawa, Shirley

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Events for Wednesday, August 21, 1996:

7:00	
:30	
8:00	
:30	
9:00	
:30	
10:00	HW's team leaders
:30	
11:00	
:30	
12:00	Lunch w/Terry re strat planning
:30	
1:00	
:30	<i>Brief Terry re Renewal Conference</i>
2:00	Gary K (Donna C has another app) re strat. planning
:30	
3:00	
:30	Harris/Diana A & others to update Harris on renewal conferences
4:00	
:30	
5:00	
:30	
6:00	
:30	
7:00	
:30	
8:00	
:30	

Other appointments:

6:00AM-6:30AM
n

Task (Active):

Thompson, Avelina

From: La Fianza, Javier
Sent: Tuesday, August 20, 1996 12:01 PM
To: Scott, Sandy; Russell, Terry; Jospin, Debbie; Gray, Tracy@CNCS MS Mail Serve
Cc: Thompson, Avelina; Sagawa, Shirley; Heinaru, Peter; Galea, Kerry; Algra, Diana@CNCS MS Mail Serv
Subject: Briefing Harris on conferences

Shirley has arranged with Harris a briefing on the progress/planning of the upcoming AmeriCorps Regional Renewal conferences for this Wed. at 3:30. During the meeting, we will brief Harris on the planning, themes, attendance and process for these meetings.

Shirley has also asked me to extend an invitation to each of you to attend if your schedule permits as well. If you will be able to attend, please let me know so I can prepare the right amount of copies.

Thanks.

Sagawa, Shirley

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Events for Thursday, August 22, 1996:

7:00	
:30	
8:00	
:30	
9:00	
:30	
10:00	
:30	
11:00	US Kids Auction
:30	
12:00	
:30	
1:00	
:30	
2:00	Cory / Cecile & others on L & S Restoring
:30	8501 system
3:00	Debbie / Anne Maura C & Frank Judy
:30	fundraising
4:00	
:30	
5:00	
:30	
6:00	
:30	
7:00	
:30	
8:00	
:30	

Other appointments:

~~6:00AM-6:30AM~~
n

11:30 Renewal
Conference mtg
Rm. 9820

Task (Active):

Cory / Cecile & others on L & S Restoring
8501 system

Debbie / Anne Maura C & Frank Judy
fundraising

Thompson, Avelina

IMPORTANT!

From: Sagawa, Shirley
Sent: Wednesday, August 21, 1996 3:36 PM
To: Thompson, Avelina
Subject: FW: discuss staffing options

I think we need Gary and Debbie, if possible, in this meeting, which is okay to schedule

From: Calvo, Cecilia
Sent: Wednesday, August 21, 1996 2:48 PM
To: Sagawa, Shirley
Cc: Dawson, Calvin; Bailey, Hugh
Subject: discuss staffing options

Shirley-- I understand from Susan that you are able to meet with Hugh, Calvin and I to discuss options on how to use LSA funds to hire staff for program related activities. I am feeling a huge crunch before I leave for vacation on Friday. Let me know when you are free and we can all meet and present our ideas to you.

S
8/21
Debbie Conrad
due 8/22
10 am or
2:00 pm
when you, Gary
Cecilia &
others are
able to.
Do me go w/IT??
Cecilia goes to
on Friday unless
labor day
A.

Sagawa, Shirley

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Events for Friday, August 23, 1996:

7:00	
:30	
8:00	
:30	
9:00	Matt appointment w/Cecilia at daycare
:30	
10:00	
:30	
11:00	
:30	
12:00	Lunch w/Karen re stral planning
:30	
1:00	
:30	
2:00	
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8:00	
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Other appointments:

6:00AM-6:30AM
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Task (Active):

Sagawa, Shirley

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Events for Monday, August 26, 1996:

7:00	
:30	
8:00	
:30	
9:00	
:30	
10:00	Management Working Team 8501
:30	
11:00	<i>Gene / Gary & Steve w</i>
:30	<i>Senior staff 8416</i> <i>Re Hookstra HR.</i>
12:00	
:30	Lunch w/Bruce C
1:00	
:30	
2:00	
:30	Forum team weekly 8501
3:00	<i>cancel</i>
:30	
4:00	
:30	
5:00	
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8:00	
:30	

Other appointments:

6:00AM-6:30AM
n

Task (Active):

Cancel

Sagawa, Shirley

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Events for Tuesday, August 27, 1996:

7:00	
:30	
8:00	
:30	
9:00	
:30	
10:00	Jim S
:30	<i>11:45 Ann M & Rhonda T re permit selection process</i>
11:00	Doug H/Hank O/Frank Trinity re EAO NOFA 8501
:30	<i>A</i>
12:00	Lunch w/Lance re strat planning
:30	
1:00	
:30	Lance/Tracy/Steve W re annual plan 8501
2:00	Don S on strategic planning
:30	Peg R on strat planning
3:00	
:30	XXXXXXXXXX
4:00	
:30	
5:00	
:30	
6:00	Drinks w/Robbin
:30	
7:00	
:30	
8:00	
:30	

Other appointments:

We need to get Ann M on schedule re permit selection process

Task (Active):

Thompson, Avelina

From: Connolly, AnnMaura
Sent: Thursday, August 22, 1996 5:16 PM
To: Thompson, Avelina; Sagawa, Shirley
Subject: Summit selection process

8/22
A
Corynda
11:50 am
on Tues Aug 27
A

Shirley--we need to schedule a time next week to sit down on this...

Avelina--can you let me know what works for Shirley? I'm in all week. The only times I'm unavailable are 12:30-2:30 on Tuesday and 2pm-3:30pm on Thursday.

Thanks.

page y list
mail
summit 8/13
see c
summary
8/2
latest

X 497

Sagawa, Shirley

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Events for Wednesday, August 28, 1996:

7:00	
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8:00	
:30	
9:00	
:30	
10:00	Tracy G/David R/Steve W/Jim E/Lance P & Gretchen V re planning for the Eval & Policy Training Unit
:30	<i>Pension Benefit Guaranty Corp</i>
11:00	<i>1200 K ST NW #1</i>
:30	
12:00	
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1:00	
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2:00	
:30	
3:00	<i>[Signature]</i>
:30	
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Other appointments:

6:00AM-6:30AM
n

Task (Active):

Sagawa, Shirley

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Events for Wednesday, August 28, 1996:

7:00	
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8:00	
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9:00	
:30	
10:00	Tracy G/David R/Steve W/Jim E/Lance P & Gretchen V re planning for the Eval & Policy Training Unit aqt Pension Benefit Guaranty Corp., 1200 K Street NW, Room 1
:30	
11:00	
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Other appointments:

6:00AM-6:30AM
n

Task (Active):

8/26/96

Corporation for National
Service
Annual Report
Fy 94 and 95

Thompson, Avelina

To: Gray, Tracy@CNCS MS Mail Serve; Ekstrom, Jim; Potter, Lance; Rymph, David; Waldman, Steven
Cc: Green, Ida; Ihator, laurel@CNCS MS Mail Se; Bowman, James; Trueheart, Blanche
Subject: FW: Planning for the Evaluation & Policy Training Unit

We have reserved a room at Pension Benefit Guaranty Corporation, 1200 K Street NW., Room #1 (Training Division) for the meeting. Please mark your calendars and be on time. The meeting will be from 10-1:00 p.m. Thanks.

From: Thompson, Avelina
Sent: Friday, August 16, 1996 12:00 PM
To: Gray, Tracy@CNCS MS Mail Serve; Ekstrom, Jim; Potter, Lance; Rymph, David; Waldman, Steven
Cc: Green, Ida; Ihator, laurel@CNCS MS Mail Se; Bowman, James; Trueheart, Blanche
Subject: Planning for the Evaluation & Policy Training Unit

Shirley requested that I set up this 2-hour meeting re above subject. It will be on Wednesday, August 28 from 10-12 noon in 8501. Thanks.

Sagawa, Shirley

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Events for Thursday, August 29, 1996:

7:00	
:30	
8:00	AUG 29-30 NO SCHOOL - STAFF DEVELOPMENT
:30	
9:00	
:30	SHIRLEY OUT
10:00	
:30	
11:00	
:30	
12:00	
:30	
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7:00	
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8:00	
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Other appointments:

Annelise
12:30 pm
lunch w/ Donna

Task (Active):

Sagawa, Shirley

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Events for Friday, August 30, 1996:

7:00	
:30	
8:00	STAFF DEVELOPMENT SCHOOL CLOSED
:30	
9:00	SHIRLEY OUT
:30	
10:00	
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11:00	
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12:00	
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8:00	
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Other appointments:

*Attendance by
of C&I Working
Group*

Task (Active):

Extracurricular

Thompson, Avelina

From: Green, Ida
Sent: Tuesday, August 27, 1996 5:16 PM
To: Lubertozzi, Mary; Thompson, Avelina; Van der Veer, Gretchen; Hallerman, Karen; Lee, Myung; Lanza, Colleen; Beaulieu, Phyllis; Lenhard, Tom@CNCS MS Mail Serv
Cc: McLaughlin, Margaret; Averhart, Catherine; Gray, Tracy@CNCS MS Mail Serve
Subject: Training/CQI Working Group Meeting

The next meeting of the Training/CQI Working Group will be held on Friday, Aug. 30 (3:00-4:30pm) in room 9607. Please let me know if you are unable to attend.

Thank you!