

FOIA MARKER

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Collection/Record Group: Clinton Presidential Records
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Series/Staff Member: Shirley Sagawa
Subseries:

OA/ID Number: 24268
FolderID:

Folder Title:
Calendars - Sagawa - September, 1996 [1]

Stack:	Row:	Section:	Shelf:	Position:
S	66	1	9	2

Sagawa, Shirley

Monday, September 02, 1996

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2:00	I
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4:00	
:30	Sr. Staff Room 9520 8410
5:00	Sr. Staff Meeting Room 9520
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6:00	
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7:00	
:30	

Other appointments:

4:30AM-5:30AM
Sr. Staff Room 9520

4:30AM-5:00AM
Sr. Staff Room 9520

Sagawa, Shirley

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Events for Tuesday, September 03, 1996:

7:00	
:30	
8:00	
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9:00	Matt's appt.
:30	
10:00	Exec Director's Team Leaders (small) 8501
:30	Gene + others re herring 8501
11:00	
:30	
12:00	
:30	
1:00	
:30	
2:00	
:30	
3:00	Myung L re annual plan
:30	
4:00	Hochstra Testimony w/ Gene + others 8501
:30	
5:00	
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8:00	
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Other appointments:

Task (Active):

Sagawa, Shirley

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Events for Wednesday, September 04, 1996:

7:00	
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8:00	
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9:00	
:30	HW Team Leaders
10:00	
:30	
11:00	
:30	
12:00	Mal C lunch re strat planning
:30	
1:00	HOLD
:30	
2:00	
:30	Forum team weekly meeting w/Cecilia & others
3:00	
:30	HOLD
4:00	
:30	
5:00	
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6:00	
:30	
7:00	
:30	
8:00	
:30	

Other appointments:

6:00AM-6:30AM
n

✓ Mel Cole's no 12-1/20
✓ Kenefick 200
~~Wade But 1/10~~
TAL
✓ Tom Lenhard
✓ K Gray
Subj. PDAT to filed Tom E

Task (Active):

Ann Strickland
202 314-2272

Sagawa, Shirley

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Events for Wednesday, September 04, 1996:

Other appointments:

6:00AM-6:30AM

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Task (Active):

7:00	
:30	
8:00	
:30	
9:00	Follow up to Planning for The Eval & Being trng. Unit
:30	1200 K S T. NW Rm #7 Brian Shearin (202) 326-9130 - 11 HWTen leaders
10:00	
:30	
11:00	
:30	
12:00	Meal C re strat planning
:30	
1:00	
:30	Hold
2:00	
:30	Forum team weekly meeting w/Cecilia & others
3:00	
:30	
4:00	search for SPO/L+S w/ Susan S
:30	
5:00	Hold
:30	
6:00	
:30	
7:00	
:30	
8:00	
:30	

Thompson, Avelina

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

There will be a follow-up session on Wednesday, September 4 from 9 to 12noon at the Pension Benefit Guaranty Corporation, Room #4, at 1200 K. Street NW. Please mark your calendars. Thanks.

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.

DRAFT 8/28/96

CORPORATION FOR NATIONAL SERVICE

ANNUAL REPORT

FISCAL YEAR 1994

Please review asap
This is a rough draft - -
we are still working
on the format

Copies to:
Kirkle J
Larry R
Steve W
Gene S
Cory K

cc: Frank B
Alonna C
Larry W

Sagawa, Shirley

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Events for Thursday, September 05, 1996:

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9:00	
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10:00	Dr. McElfish for Matt
:30	
11:00	
:30	
12:00	
:30	Lunch w/Tracy re strategic planning
1:00	
:30	
2:00	Susan S & Hugh B re search for SPO meeting in Susan's office
:30	
3:00	
:30	Home O & Peg R re ed awards
4:00	Karen H / Debbie J / Myung L & Terry re DC Initiative
:30	
5:00	HOLD
:30	
6:00	
:30	
7:00	My sister's place Board meeting at Planned Parenthood 1108 16th Street NW (Attn: Carla Eckard)
:30	
8:00	
:30	

Other appointments:

6:00AM-6:30AM

n
Adina at 9:00am
appt

Task (Active):

Korran H DC Debbie Shirley &

Sagawa, Shirley

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Events for Thursday, September 05, 1996:

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7:00	
:30	
8:00	
:30	
9:00	
:30	Oversight & Inv. Subcomm. (Hoekstra)
10:00	Dr. McElfish for Matt
:30	
11:00	
:30	
12:00	
:30	Lunch w/Tracy re strategic planning
1:00	
:30	
2:00	Susrow S search for SPO mtg w/ Hugh B
:30	
3:00	
:30	
4:00	
:30	
5:00	
:30	
6:00	
:30	
7:00	My Sister's Place Bd mtg
:30	Carla Eckhard (Planned Parenthood)
8:00	1108 16th St. NW,
:30	

Other appointments:

6:00AM-6:30AM

n Audeline at house
10:00 am
1200 K ST. NW

Task (Active):

okay.
My Sister's Place
Office

Thompson, Avelina

From: Green, Ida
Sent: Wednesday, August 14, 1996 1:38 PM
To: Helfer, Charles; Montermoso, Juan; Potter, Lance; Heinaru, Peter; Sagawa, Shirley; Waldman, Steven; Russell, Terry; Kari, Carolyn; Sofer, Gene; Gray, Tracy@CNCS MS Mail Serve
Cc: Thompson, Avelina; Trueheart, Blanche; Bowman, James; Perdue, Patricia
Subject: AmeriCorps Attrition/Retention Study

" THIS MESSAGE IS FROM DAVID RYMPH "

The Office of Policy Research is beginning a major analysis of AmeriCorps*State and National data on attrition and retention. This will involve primarily the analysis of a data set that contains over 39,000 records of Members who have served starting in 1994. I have scheduled an AmeriCorps attrition/retention study planning meeting for Friday, September 6 (3:00-4:00pm) in room 9820.

The Agenda for this meeting would be to advise us on:

- (1) What questions stakeholders might want answered with the data we have put together.
- (2) Tricky issues that we might encounter in working with the data set.
- (3) What additional questions about attrition that we could address using methods other than statistical analysis of these data?

Please notify Ida Green as soon as possible if you are unable to attend.

Thompson, Avelina

From: Talbot, Nancy
Sent: Thursday, August 15, 1996 12:31 PM
To: Hacaj, Sylvia A.; Jospin, Debbie; Potter, Lance; Russell, Terry; Waldman, Steven; Algra, Diana; Gray, Tracy; Kenefick, Mike; Rosenberry, Peg; Talbot, Nancy
Cc: Bowman, James; Green, Ida; Miller, Amy R.; Thompson, Avelina; Trueheart, Blanche; Gale, Jeffrey
Subject: RE: Senior Staff Decision Meeting
Importance: High

The senior staff decision meeting on September 6th will also be in room 8410.

From: Talbot, Nancy on Wed, Aug 14, 1996 7:20 PM
Subject: Senior Staff Decision Meeting
To: Algra, Diana; Gray, Tracy; Hacaj, Sylvia A.; Jospin, Debbie; Kenefick, Mike; Potter, Lance; Rosenberry, Peg; Russell, Terry; Waldman, Steven
Cc: Bowman, James; Green, Ida; Miller, Amy R.; Thompson, Avelina; Trueheart, Blanche

9620
A reminder that there will be a senior staff decision meeting this Friday, August 16th in room 8410 from 10:00 until 11:00 a.m. which will cover 10 states that had August 1st submissions. The final decision meeting to discuss the remaining states is now set for Friday, September 6th from 10am until 12 noon . Room TBA. Please mark your calendar.

Thompson, Avelina

From: Thompson, Avelina
Sent: Thursday, September 05, 1996 2:27 PM
To: Gray, Tracy
Subject: RE: Planning for the Evaluation & Policy

Yes--it has now been set for Friday, September 6 from 4-6 p.m. in 8501.

From: Gray, Tracy
Sent: Wednesday, September 04, 1996 11:23 AM
To: Thompson, Avelina
Subject: RE: Planning for the Evaluation & Policy

Avelina---we need to have Jim there. Can we do Friday?

From: Thompson, Avelina on Thu, Aug 29, 1996 2:28 PM
Subject: RE: Planning for the Evaluation & Policy
To: Ekstrom, Jim
Cc: Gray, Tracy; Green, Ida

I did this on Shirley's instructions, so, what should I do? Thanks.

From: Ekstrom, Jim
Sent: Thursday, August 29, 1996 11:35 AM
To: Thompson, Avelina
Cc: Gray, Tracy@CNCS MS Mail Serve
Subject: RE: Planning for the Evaluation & Policy Training Unit

Avelina, Tracy and I discussed this follow-up meeting yesterday and I'm pretty sure we agreed to meet on the afternoon of Friday the 6th. I'll be at a Presidio meeting on Sept 4-5.

From: Thompson, Avelina
Sent: Thursday, August 29, 1996 11:29 AM
To: Ekstrom, Jim; Potter, Lance; Rymph, David; Waldman, Steven; Gray, Tracy@CNCS MS Mail Serve
Cc: Green, Ida; Ihator, laurel@CNCS MS Mail Se; Bowman, James; Trueheart, Blanche
Subject: RE: Planning for the Evaluation & Policy Training Unit

There will be a follow-up session on Wednesday, September 4 from 9 to 12noon at the Pension Benefit Guaranty Corporation, Room #4, at 1200 K Street NW. Please mark your calendars. Thanks.

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.

Sagawa, Shirley

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Events for Friday, September 06, 1996:

7:00	
:30	
8:00	
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9:00	
:30	
10:00	Senior staff decision 9520
:30	
11:00	
:30	
12:00	
:30	HOLD
1:00	
:30	
2:00	Marilyn Smith, exec dir candidate
:30	
3:00	Attrition and Retention w/David R & others 9820
:30	
4:00	Evaluation & Training Unit followup meeting 8501
:30	
5:00	
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6:00	
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7:00	
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8:00	
:30	

Other appointments:

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

Thompson, Avelina

To: Raines, Susan
Subject: RE: Mtg with POLF and Harris

The meeting will be at POLF, 1737 H Street NW, Washington, DC 20006.

From: Raines, Susan
Sent: Tuesday, September 17, 1996 9:29 AM
To: Thompson, Avelina
Subject: RE: Mtg with POLF and Harris

The meeting is on Harris' schedule. Where is it?

From: Thompson, Avelina
Sent: Monday, September 16, 1996 1:08 PM
To: Raines, Susan
Subject: FW: Mtg with POLF and Harris

Susan, have you scheduled this meeting? Let's talk. Thanks.

From: Spitale, Nicole
Sent: Wednesday, September 11, 1996 6:25 PM
To: Raines, Susan; Thompson, Avelina
Subject: Mtg with POLF and Harris

Shirley has requested a meeting with Harris, Pat Bland, Joel Orosz and Gregg Petersmeyer from the POLF on September 25 at 3:30 pm. Please confirm that the date and time is on Harris' schedule if possible. Thank you.

Thompson, Avelina

From: Spitale, Nicole
Sent: Thursday, September 12, 1996 3:13 PM
To: Thompson, Avelina; Galea, Kerry
Subject: FW: Harris' Team Leaders

For Terry's schedule. FYI (it wasn't on Shirley's schedule).

From: Raines, Susan
Sent: Thursday, September 12, 1996 12:41 PM
To: Spitale, Nicole
Subject: RE: Harris' Team Leaders

Team Leaders is 10-12 on Wednesday, September 25.

From: Spitale, Nicole
Sent: Wednesday, September 11, 1996 1:13 PM
To: Raines, Susan; Jospin, Debbie
Subject: Harris' Team Leaders
Importance: High

Shirley would like to discuss the strategic plan at the team leaders meeting during the week of September 23rd. Could you please confirm the date and time of the meeting? Thanks.

Thompson, Avelina

From: Sagawa, Shirley
Sent: Friday, September 20, 1996 6:05 PM
To: Thompson, Avelina

Please circulate this to all people who submitted annual plans -- URGENT!

Thank you for your fast turnaround on the short version of the annual plan. When Harris's teamleaders met this afternoon, we decided to provide the Board with a legally sufficient but significantly scaled back version of an annual plan, with a promise to develop a more detailed plan over the next month or so. This will allow for the annual plan to track the strategic plan more closely, for staff to coordinate with other units, and for supervisors and the management team to give the overall plan a more careful review. So, you don't need to revise your plans for next Wednesday afterall . (But you still do need to look at the Strategic Plan for Tuesday's meeting.) Thanks again and have a great weekend!

Thompson, Avelina

From: Connolly, AnnMaura
Sent: Friday, September 20, 1996 9:18 AM
To: Thompson, Avelina
Subject: RE: Meeting regarding McCormick Report on AmeriCorps

Please hold Tuesday at 4pm. Should be 45 minutes to an hour.

From: Thompson, Avelina
To: Connolly, AnnMaura
Subject: RE: Meeting regarding McCormick Report on AmeriCorps
Date: Thursday, September 19, 1996 6:16PM

Monday or Tuesday around 4:00 p.m. is good for Shirley and Terry.

From: Connolly, AnnMaura
Sent: Thursday, September 19, 1996 4:51 PM
To: Jospin, Debbie; Toscano, J; Hudson, Melinda; Sagawa, Shirley; Waldman, Steven; Russell, Terry; Sofer, Gene
Cc: Thompson, Avelina; Trueheart, Blanche; Liss, Margaret
Subject: Meeting regarding McCormick Report on AmeriCorps

The McCormick Foundation has just issued a new report on AmeriCorps entitled National Service: Getting Things Done? A copy of the report is being distributed to you this afternoon.

Harris is going to meet with Neal Creighton, who is the President and CEO of the McCormick Foundation next week, and I think it makes sense for us to get together to discuss the report before Harris meets with General Creighton. McCormick is interested in distributing it as widely as possible.

Please get back to me with your availability on Monday and Tuesday of next week so that I can schedule a brief meeting.

Thank you.

Sagawa, Shirley

Monday, September 09, 1996

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00		HOLD			8:30AM - 10:00AM Mentoring Forum Strategic Planning Session in room 8410
:30				Implement FY97 annual plan for L&SA (8501) w/Susan S, Hugh B, Calvin	
10:00	Management Working Group 8501	Exec Dir's Team Leaders (expanded) 8410	Ann Alexander -- Exec Dir candidate	Stu Davis (mtg. you requested) in your office	Harris' team leaders
:30					
11:00			Mike, J and Dan re. summit PA strategy in J's office	Brainstorm govt. commitments & targets for summit (8501) w/Melinda, James S, Steve W, Susan S	
:30	Sr. Staff 8410		Work Time -- And Yeah -- We're Feeling Motivated!!!		
12:00					K-12 Clearinghouse w/Susan S, Jamie M, Hugh, Calvin & others
:30					
1:00		Harris briefing for Hoekstra hearing - 8501	FYI- Hoekstra Hearing 2175 Rayburn HOB	Conference call to the Board	Research on Presidio and what's next (8501) w/Deb, Gene, Jamie M, Tracy, Frank T,...
:30				Jeremiah Rifkin/Melind a H/Harris W/Carol Kinsley re role of educ institutions in a civil society 8410 (Drop By)	O'Connor -- Exec Dir Candidate
2:00	Judith O'Connor exec dir candidate				Internal Stakeholders Briefing for all upcoming forums in room 9520
:30					
3:00					FY96 Budget pre and post-fence funds w/Tracy, Jessica & Terry
:30			Melinda H/Mark F & others re sustainability 8501	Malson -- candidate...	
4:00	Forum team weekly	EAO Application and Guidelines (8501) w/Diana A, Peg, Mike K, Frank T, Gene, Debbie		HOLD	Annual Plans w/Peg&Karen
:30			Joan Lombardi/Mikki Seligson/Cecilia C & others re after school forum 8501		
5:00	HOLD				
:30					
6:00					
:30					
Other:					8:30AM-10:00AM Mentoring Forum Strategic Planning...

Sagawa, Shirley

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Events for Monday, September 09, 1996:

7:00	
:30	
8:00	AVELINA ON VACATION 9-13 SEPT.
:30	
9:00	Forum on Public/Private Social Concern, Union Institute Sep. 9-10 (202/496-1630)
:30	
10:00	Management Working Group 8501
:30	
11:00	
:30	Sr. Staff 8410
12:00	
:30	
1:00	
:30	
2:00	Judith O'Connor exec dir candidate
:30	
3:00	
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4:00	Forum team weekly
:30	
5:00	HOLD
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Other appointments:

Task (Active):

Sagawa, Shirley

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Events for Monday, September 09, 1996:

7:00	
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8:00	AVELINA ON VACATION 9-13 SEPT.
:30	
9:00	Forum on Public/Private Social Concern, Union Institute Sep. 9-10 (202/496-1630)
:30	
10:00	Management Working Group 8501
:30	
11:00	Sr. Staff 8410
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12:00	Lunch w/ Susan S re strat planning
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2:00	Forum team weekly
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Other appointments:

Interview for Gen Dir.

Interview

SS needs to decide what she's going to do

Judith O'Connor & dir candidate

Task (Active):

My assistant's place?

**FORUM ON PUBLIC/PRIVATE SOCIAL CONCERN
PARTICIPANT REGISTRATION FORM
SEPTEMBER 8-10, 1996 CONFERENCE
IN WASHINGTON, DC**

NAME: Shirley Sagawa
TITLE/POSITION: Managing Director for Planning
ORGANIZATION: Corp. for National Service
MAILING ADDRESS: 1201 My Ave NW, Suite 8507
CITY/STATE/ZIP: Washington, DC 20525
PHONE NUMBER: 202/606-5000 x394 FAX NUMBER: 202/665-2784
E-MAIL: SSagawa@CNS.gov

☒ **YES, I WILL BE PARTICIPATING IN THE SEPTEMBER 8-10, 1996 FORUM CONFERENCE.**

☐ **NO, I WILL NOT BE ABLE TO PARTICIPATE.**

Will you need assistance in covering your travel costs?

☐ Yes ☒ No

If yes, which costs?

☐ Air Fare/Transportation
☐ Hotel*
☐ Both

*The Radisson Barceló Hotel is holding a block of rooms at special conference rates of \$116.50/night single occupancy, and \$136.50/night double occupancy. These rates include an occupancy tax of \$1.50/night.

How much will your organization be able
able to cover?

\$ _____

PLEASE RETURN THIS FORM BY WEDNESDAY, AUGUST 7, 1996 TO:

Sharon Morioka-Estrada, Project Coordinator
Forum on Public/Private Social Concern
The Union Institute Center for Public Policy
1710 Rhode Island Avenue, N.W., Suite 1100
Washington, DC 20036-3007
FAX: (202) 496-1635

You may also e-mail your confirmation/registration information to us at HN4851@handsnet.org.

Thompson, Avelina

From: Sagawa, Shirley
Sent: Tuesday, August 06, 1996 2:42 PM
To: Thompson, Avelina
Subject: FW: September 8-10, 1996 Forum Meeting -- Confirmation

From: Union Institute[SMTP:HN4851@handsnet.org]
Sent: Tuesday, August 06, 1996 10:06 AM
Subject: September 8-10, 1996 Forum Meeting -- Confirmation

This is to confirm that your registration for the Forum on Public/Private Social Concern's September 8-10, 1996 Conference in Washington, DC has been received and processed.

Your pre-meeting packet (including an agenda, summary of sector discussions, etc.) will be sent to you in mid-August.

In the meantime, if you have any questions, please do not hesitate to call us at
1-800-969-6676 or 202-496-1630.

Thank you again for your interest and support of the Forum. See you in September!

Sharon Morioka-Estrada, Project Coordinator
Forum on Public/Private Social Concern
HN4851@handsnet.org

Connect Mail Sent: August 6, 1996 10:04 am PDT Item: R00Vp1T

Thompson, Avelina

From: Oltmann, Hank
Sent: Thursday, September 05, 1996 12:00 PM
To: Sagawa, Shirley
Cc: Thompson, Avelina
Subject: EdAwards Guidelines
Importance: High

Re finalizing the Guidelines, it would be very helpful if Peg and I could talk with you today for 10-15 minutes to clarify two issues. We're available up til 4:30, when we meet with Kathleen Selz:

1. Expansion/enhancement of existing programs. Basically, we need to clarify what our expectations are to permit approval of ed awards to existing service programs.
2. What the \$ 1000/FTE may be used for (or perhaps easier for the Guidelines, what it may not be used for).

Thanks ...

Sagawa, Shirley

From: Calvo, Cecilia
Sent: Tuesday, August 20, 1996 7:34 PM
To: Sagawa, Shirley
Cc: Thompson, Avelina; Calvo, Cecilia
Subject: internal stakeholders

Shirley -- these are the internal stakeholders as I see it who should be invited to a briefing on forums.

Avelina-- Shirley may edit the list. Once she does, could you schedule a forum briefing meeting for after Labor Day, sometime during the week of 4-11?. The announcement will be better received if it goes out under Shirley's name than mine. The idea is that we will brief everyone under the sun at HQ about the forums that we have planned for the rest of the year. Thanks.

Also, I would like to hold a 2 hour block of time on Shirley's calendar to have a planning session on the mentoring forum sometime in the first 2 weeks of September. This would be with Gretchen, Susan S, Nicole, Jim E, Ann Maura, Melinda, Karen H, Nancy Murphy. 8:30-10:30 am seems to work well on Wednesday mornings.

Terry Russell
Debbie
Steve Waldman
Tracy Gray
Diana Algra
Peter Heinaru
Miles Wilson
Lisette Nieves
Bruce Cline
Mae Chow
any other AC SPOs?
Marlene Zakai
Hank Oltman
Jim Schiebol
Tom Endres
Diana London
Kathy Dennis
Fran Butler
Tess Scannell
Susan Stroud
Hugh Bailey
Calvin Dawson
~~Gary Kowalczyk~~
Jay Toscano
Mark Miller
Gene Sofer
Sylvia Hacaj
~~Louise Jordan~~
~~Donna Cunningham~~
Melinda Hudson
Ann Maura Connolly
Mark Feldman
Rhonda Taylor
Nicole Spitale
Gretchen Van der Veer
Karen Hallerman
Nancy Murphy

Don S

PEG R

Lance P

8/22/96
Cecilia -
I recommend we do a
briefing at Jerry's extended
team leaders + do a smaller
working session with heads?
units - I've circled them -
plus core planning team

Jim Ekstrom
Cecilia Calvo

Thompson, Avelina

From: Spitale, Nicole
Sent: Thursday, August 29, 1996 11:57 AM
To: Russell, Terry; Jospin, Debbie; Waldman, Steven; Gray, Tracy@CNCS MS Mail Serve; Algra, Diana@CNCS MS Mail Serv; Oltmann, Hank; Scheibel, James A.; Endres, Tom; London, Diana; Stroud, Susan@CNCS MS Mail Ser; Toscano, J; Sofer, Gene; Hudson, Melinda; Scott, Donald; Rosenberry, Peg@CNCS MS Mail S; Potter, Lance; Ekstrom, Jim; Calvo, Cecilia; Connolly, AnnMaura; Van der Veer, Gretchen; Spitale, Nicole; Hallerman, Karen; Murphy, Nancy@CNCS MS Mail Ser
Cc: Thompson, Avelina; Liss, Margaret; Trueheart, Blanche; Green, Ida; Harrison, Rosa@CNCS MS Mail Se; Moreland, Kia; Josephson, Markus@CNCS MS Mail; Perdue, Patricia; Gale, Jeffrey@CNCS MS Mail Ser; Bowman, James; Brown, Andre
Subject: Upcoming Forums

Shirley has requested a meeting on the above subject for **Friday, September 6 at 2:00 pm** in room 9520. The Corporation is planning 5 upcoming forums between November and February of this year. Topics are Wingspread/Youth Service, After-School Programs, Mentoring, Service-Learning TA for AmeriCorps and Senior Corps programs, and the D.C. Initiative. Friday's meeting will be a briefing on these upcoming forums with specific tasks laid out. Please let me know if you will not be able to attend. Thank you.

Completed

TUESDAY

Sagawa, Shirley

Events for Tuesday, September 10, 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	HOLD	
:30		
10:00		Exec Dir's Team Leaders (expanded) 8410
:30		
11:00		
:30		
12:00		
:30		
1:00		Harris briefing for Hoekstra hearing - 8501
:30		
2:00		
:30		
3:00		
:30		
4:00	EAO Application and Guidelines (8501) w/Diana A, Peg, Mike K, Frank T, Gene, Debbie	dm. ✓ ✓
:30		
5:00		
:30		
6:00		
:30		

Other appointments:

Task (Active):

Thompson, Avelina

Subject: RE: Meeting re Guidelines

*Moved
to 4:00pm
Tuesday*

From: Oltmann, Hank
Sent: Thursday, September 05, 1996 5:28 PM
To: Thompson, Avelina
Subject: Meeting re Guidelines

The meeting next Monday afternoon or Tuesday will be for final review of the Ed Award Application and Guidelines. Invitees are:

Shirley (I guess she's the invitor)

me

Diana A

Peg

Mike K.

Frank T.

Terry (if Shirley thinks he should be)

Other possibilities (again, Shirley's call) might be Gene, Steve W., Debbie

Thanks ...

WEDNESDAY

Sagawa, Shirley

Events for Wednesday, September 11, 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	HOLD	
:30		
10:00		Ann Alexander -- Exec Dir candidate
:30		
11:00		Mike B, J, Dan re: summit
:30		
12:00		
:30		
1:00		FYI- Hoekstra Hearing 2175 Rayburn HOB
:30		
2:00	Susan S/Jay T/Hugh B/Calvin D/ Melinda H re rethinking American education reform	
:30		
3:00		
:30	Melinda H/Mark F & others re sustainability 8501	
4:00		
:30	Joan Lombardi/Mikki Seligson/Cecilia C & others re after school forum 8501	
5:00		
:30		
6:00		
:30		

Other appointments:

Task (Active):

cancelled

Harris briefing for rethinking Am. education

Ann Mauer C, Diana A, Jim E., David R

Thompson, Avelina

From: Calvo, Cecilia
Sent: Thursday, August 22, 1996 11:15 PM
To: Thompson, Avelina; Spitale, Nicole; Sagawa, Shirley
Subject: FW: meeting in DC

Wad
9/11
4:30 pm
H. Sch
for

Since Mickey is tough to get hold of and Joan can't do it either the 9th or the 10th can you find a time on Shirley's calendar in "late afternoon " on Sept. 11?

Once you have a time, could you please call Joan Lombardi-- 202-401-6947 and via e-mail --it doesn't always work jlombardi@acf.dhhs.gov to confirm it. Mickey Seligman can be reached via e-mail at mseligson@Wellesley.edu. Since I will be out, I would really appreciate it if you could do this Avelina or Nicole and then e-mail the core group--gretchen, susan, melinda, ann maura, jim ekstrom, shirley. and me.

From: MSELIGSON
To: CCALVO
Subject: Re: meeting in DC
Date: Monday, August 19, 1996 6:16PM

Cecilia,

For better (or worse) I'm on-line during my vacation, so got you message. Yes I can meet on the afternoon of the 11th of Sept. That morning there's a meeting of the "Media Strategies Group" at the Communications Consortium, and following it another meeting of the "April 19th Group" which I assume you've heard of--the child care mafia which meets from time to time. I don't have the times of things starting and ending but we can try for late afternoon or very early morning. Otherwise, I will stay in D.C. on the 10th overnight so we could maybe meet late afternoon of the 10th.

Have a great vacation-I am, mostly just vegging.

Mickey

Thompson, Avelina

From: Josephson, Markus
Sent: Tuesday, August 06, 1996 12:17 PM
To: Bailey, Hugh; Dawson, Calvin; Thompson, Avelina; Hudson, Melinda; Toscano, J
Cc: Southall, Tijuana; Greenberg, Rosalind
Subject: re: Meeting
Importance: High

✓

Susan Stroud has started a working group with Jeremy Rifkin to discuss rethinking American Education. She would like to meet with all of you to discuss what is going on. Can everyone make a meetin September 11th at 2:00pm. Please respond.

Avelina-Can Shirley attend?

P.S- I will get more detailed background info to everyone later, I just want to confirm a meeting time.

WEDNESDAY

Sagawa, Shirley

Events for Wednesday, September 11, 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	Ann Alexander -- Exec Dir candidate
:30	
11:00	Mike, J and Dan re. summit PA strategy in J's office
:30	Work Time -- And Yeah -- We're Feeling Motivated!!!
12:00	
:30	
1:00	FYI- Hoekstra Hearing 2175 Rayburn HOB
:30	
2:00	
:30	
3:00	
:30	Melinda H/Mark F & others re sustainability 8501
4:00	
:30	Joan Lombardi/Mikki Seligson/Cecilia C & others re after school forum 8501
5:00	
:30	
6:00	
:30	

Other appointments:

Task (Active):

Sagawa, Shirley

Events for Thursday, September 12, 1996:

THURSDAY

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	EAO Guidelines Meeting in 8501 w/Hank, Diana A, Peg, Mike K, Frank T, Gene		
:30			
10:00	Drop by the DC Initiative (8501) w/Tracy, Deb, Terry, Steve, Lance		
:30			
11:00	Brainstorm govt. commitments & targets for summit (8501) w/Melinda, James S, Steve W, Susan S		
:30			
12:00			
:30			
1:00	Conference call to the Board	Jeremiah Rifkin/Melinda H/Harris W/Carol Kinsley re role of educ institutions in a civil society 8410 (Drop By)	
:30			Baxter -- Exec Dir candidate...
2:00			
:30			
3:00			
:30	Malson -- candidate for Exec Dir		
4:00	Stu Davis (mtg. you requested) in your office		
:30			
5:00			
:30			
6:00			
:30			

Other appointments:

Task (Active):

@ 1:30
Ex. Dir
candidate
-Baxter

THURSDAY

Sagawa, Shirley

Events for Thursday, September 12, 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	Implement FY97 annual plan for L&SA (8501) w/Susan S, Hugh B, Calvin
10:00	Stu Davis (mtg. you requested) in your office
:30	
11:00	Brainstorm govt. commitments & targets for summit (8501) w/Melinda, James S, Steve W, Susan S
:30	
12:00	
:30	
1:00	Jeremiah Rifkin/Melinda H/Harris W/Carol Kinsley re role of educ institutions in a civil society 8410
:30	Baxter -- Exec Dir candidate
2:00	
:30	
3:00	
:30	Malson -- candidate for Exec Dir
4:00	HOLD
:30	
5:00	
:30	
6:00	
:30	

Other appointments:

8501 - DC Initiative

Task (Active):

4:30-5:30 DC Initiative - 8501
w/ Tracy, Terry, Delia, Steve, Rayne

Thompson, Avelina

From: Sagawa, Shirley
Sent: Tuesday, September 03, 1996 10:13 AM
To: Thompson, Avelina
Subject: FW:
Importance: High

*to do this
9/12
at 11:00 8501*

can you set up? thanks.

From: Stroud, Susan
Sent: Tuesday, September 03, 1996 9:13 AM
To: Sagawa, Shirley
Subject: RE:
Importance: High

great

From: Sagawa, Shirley on Fri, Aug 23, 1996 11:12 AM
To: Scheibel, James A.; Hudson, Melinda; Waldman, Steven; Stroud, Susan
Cc: Thompson, Avelina

We should get together to brainstorm the "government" commitments and targets for the Summit -- has any one moved this forward? I'm happy to set up a meeting for when everyone is back in town.

Sagawa, Shirley

Events for Friday, September 13, 1996

FRIDAY

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	8:30AM - 10:00AM Mentoring Forum Strategic Planning Session in room 8410	
:30		
10:00	Harris' team leaders	
:30		
11:00		
:30		
12:00	K-12 Clearinghouse w/Susan S, Jamie M, Hugh, Calvin & others	
:30		
1:00	Research on Presidio and what's next (8501) w/Deb, Gene, Jamie M, Tracy, Frank T, Gretchen, Terry, HW & Tom Ehrlich	
:30		O'Connor -- Exec Dir Candidate
2:00	Internal Stakeholders Briefing for all upcoming forums in room 9520	
:30		
3:00		
:30	Susan Stroud re Cecilia's position	
4:00	Annual Plans w/Peg&Karen	
:30		
5:00		
:30		
6:00		
:30		

Other appointments:

8:30AM-10:00AM
Mentoring Forum Strategic...

Task (Active):

Jamie Merisoti's
588-8383 **FRIDAY**

Sagawa, Shirley		S	M	T	W	T	F	S
		1	2	3	4	5	6	7
Events for Friday, September 13, 1996:		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	8:30AM - 10:00AM Mentoring Forum Strategic Planning Session in room 8410
:30	
10:00	Harris' team leaders
:30	
11:00	
:30	
12:00	K-12 Clearinghouse w/Susan S, Jamie M, Hugh, Calvin & others
:30	
1:00	Research on Presidio and what's next (8501) w/Deb, Gene, Jamie M, Tracy, Frank T, Gretchen, Terry, HW & Tom Ehrlich
:30	
2:00	Internal Stakeholders Briefing for all upcoming forums in room 9520
:30	
3:00	FY96 Budget pre and post-fence funds w/Tracy, Jessica & Terry
:30	
4:00	Annual Plans w/Peg&Karen
:30	
5:00	
:30	
6:00	
:30	

Other appointments:

8:30AM-10:00AM
Mentoring Forum Strategic...

1:30 O'Connor.

Task (Active):

moved to Tuesday at 1:00

Thompson, Avelina

*Moved to
Friday the 3th
1:00pm*

To: Gray, Tracy@CNCS MS Mail Serve; Ekstrom, Jim; Jospin, Debbie; Sofer, Gene; Russell, Terry;
Trinity, Frank; Van der Veer, Gretchen
Cc: Green, Ida; Ihator, laurel@CNCS MS Mail Se; Liss, Margaret; Perdue, Patricia
Subject: Research on Presidio

Shirley has requested this meeting and it will take place on Tuesday, September 10 at 4:00 p.m. in room 8501. Jamie Merisotis has been invited to this meeting. Please respond as soon as possible. Thanks.

From: Sagawa, Shirley
Sent: Tuesday, September 03, 1996 5:26 PM
To: Thompson, Avelina

Can you set up a meeting on the Presidio this week (or next, if Gretchen is out) to include Frank Trinity, Deb, Tracy, Jim E, Gene, Terry, Gretchen. It's to discuss the research harris and tom ehrlich have requested. Also, it would be good to have Jamie Merisotis there.

Thompson, Avelina

To: Gray, Tracy@CNCS MS Mail Serve; Jospin, Debbie; Van der Veer, Gretchen
Cc: Green, Ida; Liss, Margaret; Russell, Terry
Subject: FW: Presidio

We have now set this meeting on what is next for the Presidio on Thursday, September 12 at 10 a.m. in room 8501. Thanks.

From: Thompson, Avelina
Sent: Wednesday, August 14, 1996 3:02 PM
To: Gray, Tracy@CNCS MS Mail Serve; Jospin, Debbie; Van der Veer, Gretchen
Cc: Green, Ida; Liss, Margaret; Russell, Terry
Subject: FW: Presidio

Shirley asked that this meeting be postponed until next week. However, I understand that Gretchen will not be here next week, and Terry will be away the week of August 26-30, and so will Debbie. If you all agree, we should try for September 6 or even better the week of September 9. I will wait to hear from you. Thanks.

Shirley has requested this meeting to discuss announcement re Presidio's future. The best time for Terry and Shirley is Wednesday, August 14 at 3:00 p.m. in 8501.

From: Sagawa, Shirley
Sent: Wednesday, August 07, 1996 2:16 PM
To: Thompson, Avelina

Please set up a meeting on next steps for the Presidio for Terry, Deb, Gretchen, Tracy -- as soon as everyone is

Thompson, Avelina

From: Southall, Tijuana
Sent: Monday, September 09, 1996 5:36 PM
To: Stroud, Susan@CNCS MS Mail Ser; Kenefick, Mike@CNCS MS Mail Se; Gray, Tracy@CNCS MS Mail Serve; Woodard, Simon; Tucker, Rina; Sagawa, Shirley; Russell, Terry; Martinez, Bonnie; Jospin, Debbie; Dawson, Calvin
Cc: Josephson, Markus@CNCS MS Mail; Green, Ida; Thompson, Avelina; Miller, Amy R.; Liss, Margaret
Subject: K-12 Clearinghouse Meeting
Importance: High

The K-12 Clearinghouse meeting that was scheduled for 9:30-10:30 am on Tuesday, Sept. 10, 1996 has been rescheduled. The new date for this meeting is Friday, Sept. 13, 1996, at 12:00-1:00PM in Rm.# 8721.

The purpose of this meeting is 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. A copy of NYLC's response and the Corporation's letter dated June 26, 1996 was distributed to you in mid-August. If you don't have these documents, please call Tijuana Southall at x136. Jamie Merisotis and Bill Cole will be at the meeting.

Thompson, Avelina

From: Calvo, Cecilia
Sent: Monday, September 09, 1996 7:11 PM
To: Van der Veer, Gretchen; Ekstrom, Jim; Hallerman, Karen; Hudson, Melinda; Spitale, Nicole; Sagawa, Shirley; Connolly, AnnMaura; Calvo, Cecilia; Murphy, Nancy@CNCS MS Mail Ser; Stroud, Susan@CNCS MS Mail Ser
Cc: Thompson, Avelina; Josephson, Markus@CNCS MS Mail
Subject: mentoring strategic planning meeting

Room number: 8410
Date: Friday, September 13
Time: 8:30AM SHARP --NOT 8:45 or 9:00am-- until 10:00am

Please note we only have 90 minutes to get a lot of planning done. Please read the summary of the afterschool strategic planning session and think about how Gretchen's model applies to our mentoring forum. We need to hit the ground running and not get stuck in the parking lot.

Nancy and Karen-- pls ask Nicole S. for a copy of these summary notes from our first strategic planning meeting so you will know what we have been doing.

REMINDER-- If you'd like coffee and bagels (or coffee cake for those non-bagel-eaters) please get your \$5 into Nicole S before Wednesday, Sept. 11. She has kindly agreed to facilitate the culinary portion of the meeting.

Sagawa, Shirley

Events for Monday, September 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	Mgmt Working Group (8501)
:30	
11:00	
:30	Senior Staff (8410)
12:00	
:30	
1:00	<i>Cameron H</i>
:30	
2:00	Melinda H re. annual plan
✓ :30	Forum Team Weekly (8501)
3:00	
:30	*Strat Plan* Indicators w/Lance
4:00	
:30	
5:00	
:30	Diana A re. annual plan
6:00	
:30	

Other appointments:

Task (Active):

Sagawa, Shirley

Events for Monday, September 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	Mgmt Working Group (8501)
:30	
11:00	
:30	Senior Staff (8410)
12:00	
:30	Lunch w/Susan S
1:00	
:30	
2:00	Melinda H - re annual plan
:30	Forum Team Weekly (8501)
3:00	
:30	
4:00	*Strat Plan* Indicators w/Lance
:30	
5:00	Diana A - annual plan
:30	Diana A
6:00	
:30	

Other appointments:

Task (Active):

Please move this

Sagawa, Shirley

Events for Tuesday, September 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					

7:00	
:30	
8:00	
:30	
9:00	Matt's Appt.
:30	
10:00	
:30	
11:00	
:30	
12:00	
:30	
1:00	FY96 Budget, pre & post-fence funds w/Terry, Tracy & Jessica
:30	
2:00	Telephone Interview w/Hardwood Grp (They will call in, 301-656-3669, Laurie Hermach)
:30	
3:00	HOLD
:30	Alumni Assoc & Recruitment w/Margaret Mc (15 min)
4:00	Don Scott's farewell (8410)
:30	
5:00	
:30	
6:00	
:30	
7:00	
:30	
8:00	
:30	

Other appointments:

Task (Active):

Thompson, Avelina

From: Spitale, Nicole
Sent: Wednesday, September 11, 1996 3:14 PM
To: Raines, Susan
Cc: Thompson, Avelina
Subject: Strategic Planning Scheduling
Importance: High

Susan -- Shirley would like an meeting with Harris for one hour on the strategic plan for Tuesday, September 17, if possible. Shirley is available from 11:30 am - 12:30 pm or maybe at 3:00 pm. Please let me know asap.
Thanks.

Thompson, Avelina

From: Raines, Susan
Sent: Thursday, August 29, 1996 2:58 PM
To: Waldman, Steven; Stroud, Susan@CNCS MS Mail Ser; Sagawa, Shirley; Potter, Lance
Cc: Trueheart, Blanche; Thompson, Avelina; Bowman, James; Josephson, Markus@CNCS MS Mail
Subject: Professor Barber visit

Professor Ben Barber (Walt Whitman Professor of Political Science at Rutgers) is coming for lunch and a meeting with Harris on September 18 from 12:30 to 2:30 to discuss his ideas for the Corporation. Prior to that meeting (from 11:30 - 12:30) Harris would like for all of you to meet in his office to help him prepare. He may want you to attend the lunch also - I will find out when he calls in or when he returns to DC next week. In the meantime, please put the 11:30 meeting on your schedule. Thanks!

Thompson, Avelina

From: Calvo, Cecilia
Sent: Tuesday, August 20, 1996 7:34 PM
To: Sagawa, Shirley
Cc: Thompson, Avelina; Calvo, Cecilia
Subject: internal stakeholders

Shirley -- these are the internal stakeholders as I see it who should be invited to a briefing on forums.

Avelina-- Shirley may edit the list . Once she does, could you schedule a forum briefing meeting for after Labor Day, sometime during the week of 4-11?. The announcement will be better received if it goes out under Shirley's name than mine. The idea is that we will brief everyone under the sun at HQ about the forums that we have planned for the rest of the year. Thanks.

Also, I would like to hold a 2 hour block of time on Shirley's calendar to have a planning session on the mentoring forum sometime in the first 2 weeks of September. This would be with Gretchen, Susan S, Nicole, Jim E, Ann Maura, Melinda, Karen H, Nancy Murphy. 8:30-10:30 am seems to work well on Wednesday mornings.

Terry Russell
Debbie
Steve Waldman
Tracy Gray
Diana Algra
Peter Heinaru
Miles Wilson
Lisette Nieves
Bruce Cline
Mae Chow
any other AC SPOs?
Marlene Zakai
Hank Oltman
Jim Schiebol
Tom Endres
Diana London
Kathy Dennis
Fran Butler
Tess Scannell
Susan Stroud
Hugh Bailey
Calvin Dawson
Gary Kowalczyk
Jay Toscano
Mark Miller
Gene Sofer
Sylvia Hacaj
Louise Jordan
Donna Cunningham
Melinda Hudson
Ann Maura Connolly
Mark Feldman
Rhonda Taylor
Nicole Spitale
Gretchen Van der Veer
Karen Hallerman
Nancy Murphy

Jim Ekstrom
Cecilia Calvo