

FOIA MARKER

This is not a textual record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

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:
Senior Staff Schedules [2]

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

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

June 94

Divider Title: _____

June 1994

SCHEDULE FOR ELI J. SEGAL

Shirley

	SUNDAY 19	MONDAY 20	TUESDAY 21	WEDNESDAY 22	THURSDAY 23	FRIDAY 24	SATURDAY 25	
7 AM								7 AM
9 AM		9:15 AM Senior Staff 10:00 AM Shirley Sagawa 1-on-1 (1 hour)	9:15 AM Senior Staff	9:15 AM Senior Staff	9:15 AM Senior Staff 10:00 AM Shirley Sagawa 1-on-1 (1 hour)	9:00 AM SoS LAUNCH ST. LOUIS (TIME TO BE CONFIRMED)		9 AM
11 AM					12:00 PM Roy Neel (Hay Adams; confirmed 6/15) 326-7246			11 AM
1 PM		1:10 PM WH Car Pick Up 1100 Vermont 1:30 PM WH Press Conference (Press Briefing Room)			1:00 PM HOLD 1-5 FOR TRAVEL WITH POTUS			1 PM
3 PM			4:00 PM Nancy Beren (Texas Commission Nat'l Service)					3 PM
			8:00 PM Trowbridge Dinner (1823 23rd St., NW)	7:30 PM DNC Dinner Washington Hilton, 1919 Conn. Ave.	8:00 PM Masri's (Lerman/Dozoretz) 1901 24th St, NW			

Clinton Presidential Records Digital Records Marker

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This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

May '94

Divider Title: _____

May 1994

WEEKLY CALENDAR

	SUNDAY 22	MONDAY 23	TUESDAY 24	WEDNESDAY 25	THURSDAY 26	FRIDAY 27	SATURDAY 28	
7 AM					9 Grant 1 Review 11	9 Grant 1 review 11		7 AM
9 AM		10:00 AM Reorg- anization meeting w/Eli et. al.	10:00 AM SOS Launch Mtg per David O. 10:30 AM ONE- ON-ONE W/ ELI		10:00 AM GSA mtg per JVG	10:00 AM Judy Denny Update		9 AM
11 AM		12:00 PM Lunch w/Clara and Grace Johancen	12:00 PM Lunch w/Linda Kontos	12:00 PM NPR LUNCH at Twiggs Restaurant	11:30 AM Mtg w/ Susan re: staff roles/ responsibilities 1/ 2hr	11:00 AM VISTA Nat'l ID mtg per JS 12:00 PM Lunch w/ST,JVG,MC, DM 12:30 PM Heidi Lunch w/staff		11 AM
1 PM		2:00 PM MIS Task Force Mtg	1:00 PM CWLA mtg per JS (w/ David Leidenman) re: HUD issues	2:00 PM Mtg w/ ES,CM re: funding of recs for Higher Ed Prog 2:00 PM AmeriCorps Ldrs Staff Mtg: optional 3pm Jane + Outward Bound	1:00 PM -3PM: OFFICE HOURS 2pm Judy 15 3pm mtg w/JS			1 PM
3 PM		***** 3:00 PM - 5pm OFFICE HOURS 3:00 PM HOLD: Mtg w/Gene S. (waiting for information) 4:00 PM Phone interview w/ Jason Snyder- student (faxg info)	3:00 PM SAGAWA STAFF MTG 3:00 PM HOLD: Mtg w/CM,MC re AmeriCorps* USA Direct Project	4pm Mtg w/Rick, Eli, Don S. (see attach)	3:00 PM HOLD: staff retreat follow-up mtg 3:00 PM Judy Denny will brief Rick (Optional) 4:00 PM Mtg w/ Recruitment Group per Bruce	4:00 PM Telephone interview w/ Jason Snyder (student) 4:30 PM Mtg w/ Peter Edelman et al re: Medicaid		3 PM
		4:30 PM Mtg w/ Susan to discuss staffing issues 1/2 hr 5:00 PM Meeting w/Jane Marsh		5:00 PM SOS Launch Mtg w/ David O'Brien				

May 1994

WEEKLY CALENDAR

	SUNDAY 22	MONDAY 23	TUESDAY 24	WEDNESDAY 25	THURSDAY 26	FRIDAY 27	SATURDAY 28	
7 AM								7 AM
9 AM		10:00 AM Reorg- anization meeting w/Eli et. al.	10:00 AM SOS Launch Mtg per David O.	11am CM?	10:00 AM GSA mtg per JVG	10-Judy Denny update		9 AM
11 AM		12:00 PM Lunch w/Clara and Grace Johancen	12:00 PM Lunch w/Linda Kontos	12:00 PM NPR LUNCH at Twiggs Restaurant	11:30 Susan 12pm NPC 4th Estate	11:00 AM VISTA Nat'l ID mtg per JS 12:00 PM Lunch w/ST,JVG,MC, DM 12:30 PM Hold: Lunch w/staff		11 AM
1 PM		2:00 PM MIS Task Force Mtg	1:00 PM CWLA mtg per JS (w/ David Leiderman) re: HUD issues	2:00 PM Mtg w/ ES,CM re: funding of recs for Higher Ed Prog AC Leaders Staff Mtg 2pm	1:00 PM -3PM: OFFICE HOURS 3pm Judy D brief Patricia 3:00 PM HOLD: staff retreat follow-up mtg			1 PM
3 PM		***** 3:00 PM HOLD: Mtg w/Gene S. (waiting for information) 4:00 PM Phone interview w/ Jason Snyder- student (fax info)	3:00 PM HOLD: Mtg w/CM,MC re AmeriCorps* USA Direct Project	3pm one on one w/Gen S. 4:00 JS Weekly	4pm Recruit. mtg 5pm	3pm Recruit. mtg 4pm Jason Snyder 4:30 Peter Edelmann X Tim 218		3 PM
		4:30 PM Mtg w/ Susan to discuss staffing issues 1/2 hr 5:00 PM Meeting w/Jane Marsh	4:00 Jane M.	5pm SOS launch Mtg w/ David O.				

May 1994

SCHEDULE FOR SHIRLEY SAGAWA

	SUNDAY 22	MONDAY 23	TUESDAY 24	WEDNESDAY 25	THURSDAY 26	FRIDAY 27	SATURDAY 28	
7 AM								7 AM
9 AM	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG <i>Reorg Mtg</i>	9:15 AM SENIOR STAFF MTG <i>10 AM DOB S&S Launch Mtg</i>	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG <i>10 Per GSA JVG 12</i>	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG	9 AM
11 AM						<i>11 AM Nail ID VISTA for Laura</i>		11 AM
1 PM		<i>12 PM Lunch w/ Clara + Grace S. 3pm mtg w/ Gene etc...</i>	<i>12 Lunch w/Linda 362-8613 1pm - CWA mtg w/ JS, David Leder man, Stroud etc...</i>	<i>12pm NFR Lunch Twiggs. Restaurant 2pm</i>	<i>OFFICE HRS 1-3pm H</i>	<i>Lunch w/ JVG, MC, DM, H</i>		1 PM
3 PM		<i>Task Force mtg 4pm</i>	<i>3pm - CM, MC misc 3pm?</i>	<i>2 mtg w/ ESK on present of fund 3pm recs for highered programs.</i>	<i>3pm Staff Retreat follow-up</i>			3 PM
		<i>Jason Snyder interview 4:15/4:27 5:15 4:30 Susan Stroud-disc Staffing Issues. 1/2 hr 3pm</i>						

Jane M

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May 1994

MASTER CALENDAR

	SUNDAY 22	MONDAY 23	TUESDAY 24	WEDNESDAY 25	THURSDAY 26	FRIDAY 27	SATURDAY 28	
7 AM						7:00 AM MILTON: out of the office		7 AM
9 AM		10:00 AM Reorg- anization Meeting	10:00 AM SAGAWA: SOS Launch Mtg		10:00 AM MILTON: Office Hours			9 AM
11 AM		12:30 PM Gleitsman Foundation Citz Activist Award Reception				11:00 AM SCOTT: Hiring Mtg 11:00 AM SCHEIBEL: VISTA & PR Mtg		11 AM
1 PM		2:00 PM SAGAWA: MIS Task Force Mtg	1:00 PM SCOTT: Budget Mtg 1:00 PM SCHEIBEL: Mtg w/David Leiderman, CWLA	2:00 PM Liu/ Milton/Sagawa re: Learn & Serve Funding	1:00 PM SCOTT: Advisory Board Status Mtg	2:00 PM SCHEIBEL: VISTA, USDA, & Ted Davis (Soweto Acad)		1 PM
3 PM					4:00 PM SEGAL: depart for NY			3 PM

May 1994

SCHEDULE FOR SHIRLEY SAGAWA

*Call
Caroline*

	SUNDAY 15	MONDAY 16	TUESDAY 17	WEDNESDAY 18	THURSDAY 19	FRIDAY 20	SATURDAY 21	
7 AM		ES out	until NYC mag interviews	12 5/18 Univ. of MN		UCLA (or on 24 depending upon attendance of the pres)	7 AM	
9 AM	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG 10 - 1130 Reorg. (ES) 10am - cx Judy P. Update	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG Read Grant Reviews Summaries	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG	9 AM
11 AM	11am mtg w/ CM, JE etc Re: Training + Tech. Asst. Review reschedule	11am mtg w/ CM, JE etc Re: Training + Tech. Asst. CMIS Office 2pm	12 HOLD All Day	12 CM	12 HOLD (CM)	11:15 Address Council's leader- ship team PM 2261 RHOB + lunch in B339 RHOB 2pm	HOLD All Day	11 AM
1 PM	1 PM	1 PM	1 PM	1 PM	1 PM	2:30 1 TTA Team per Jane 3pm	1 PM	
3 PM	3 PM	3 PM	3 PM	3 PM	3 PM	3-5 TTA CX? mtg per Myrta	3 PM	
			THIRD (500-doors) open 630 Asian Pacific Amv. House month pres		NCCC Advisory mtg + Reception DON SCOTT 6-8pm			

see invite.

May 1994

WEEKLY CALENDAR

	SUNDAY 15	MONDAY 16	TUESDAY 17	WEDNESDAY 18	THURSDAY 19	FRIDAY 20	SATURDAY 21	
7 AM			7:00 AM NYC MAG INTERVIEWS		7:00 AM HOLD ALL DAY FOR GRANT REVIEW			7 AM
9 AM		10:00 AM Reorg- anization mtg (Eli's Office) 11:30 <u>per ES</u>	10:30 AM ONE- ON-ONE W/ ELL	10am - [H] Larry Matlock OHB				9 AM
11 AM	? Myrta →	11:00 AM Mtg w/ CM, JE re: TTA CM's office 12pm mtg w/ Larry Matlock OHB		12:00 PM HOLD 12PM - 5:00PM for grant review		11:15 AM Address Council's leadership team B339 RHOB		11 AM
1 PM		2:00 PM Staff Retreat at Susan's House 4 hours				2:00 PM LEADERSHIP POOL MTG 2:30 PM TTA TEAM MTG per Jane	Jane?	1 PM
3 PM		3:00 PM - 5pm OFFICE HOURS				3-5 TTA mtg per Myrta?	Leadership corps prep prior to going to Bd of Directors.	3 PM
		6pm		Spn	6:00 PM NCCC Advisory Mtg and Reception 6-8PM			

May 1994

WEEKLY CALENDAR

	SUNDAY 15	MONDAY 16	TUESDAY 17	WEDNESDAY 18	THURSDAY 19	FRIDAY 20	SATURDAY 21	
7 AM			7:00 AM NYC MAG INTERVIEWS		7:00 AM HOLD ALL DAY FOR GRANT REVIEW			7 AM
9 AM		9:00 AM -10:30 Grants Mtg		10:00 AM mtg w/ Chuck S. update on foundation activities <u>11AM w/</u> <u>Susan</u> <u>Stroud</u>		10AM mtg of Diana A. misc.		9 AM
11 AM		11:00 AM Mtg w/ CM, JE re: TTA CM's office 12:00 PM Mtg w/ Larry Matlack		12:00 PM HOLD 12PM - 5:00PM for grant review		11:15 AM Address Council's leadership team B339 RHOB		11 AM
1 PM		2:00 PM Staff Retreat at Susan's House 4 hours				1:30 SOS Launch 1 2:30 POOL MTG 2:30 PM TTA TEAM MTG per Jane		1 PM
3 PM					4:00 PM Reorg- anization mtg (Eli's Office)	3:00 PM TTA MTG leadership corps prep prior Bd Director's		3 PM
					6:00 PM NCCC Advisory Mtg and Reception 6-8PM	5:00 PM dave		

May 1994

WEEKLY CALENDAR

	SUNDAY 15	MONDAY 16	TUESDAY 17	WEDNESDAY 18	THURSDAY 19	FRIDAY 20	SATURDAY 21	
7 AM		9-10 ³⁰ Grants	7:00 AM NYC MAG INTERVIEWS		7:00 AM HOLD ALL DAY FOR GRANT REVIEW			7 AM
9 AM		10:00 AM Reorg- anization mtg (Eli's Office)		10:00 AM mtg w/ Chuck S. update on foundation activities				9 AM
11 AM		11:00 AM Mtg w/ CM, JE re: TTA CM's office 12pm mtg w/Larry matlock		12:00 PM HOLD 12PM - 5:00PM for grant review		11:15 AM Address Council's leadership team B339 RHOB		11 AM
1 PM		2:00 PM Staff Retreat at Susan's House 4 hours				2:30 PM TTA TEAM MTG per Jane		1 PM
3 PM					4pm Reorg. Mtg.	3:00 PM TTA MTG ldrship corps prep prior Bd Director's		3 PM
					6:00 PM NCCC Advisory Mtg and Reception 6-8PM			

May 1994

SCHEDULE FOR SHIRLEY SAGAWA

	SUNDAY 8	MONDAY 9	TUESDAY 10	WEDNESDAY 11	THURSDAY 12	FRIDAY 13	SATURDAY 14	
7 AM			Harvard + Boston Colleges.	8:30 10:30 SOS Proj Dir. Training				7 AM
9 AM	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG 10am Eli Sherry, JVG, SS. 12	9:15 AM SENIOR STAFF MTG 1030 Judy Demmy Update on City Year	9:15 AM SENIOR STAFF MTG 10AM Camp overtime mtg 11AM	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG 11 Eli's 1 Test. 1 Dirksen 106 4-722	9:15 AM SENIOR STAFF MTG	9 AM
11 AM			11am Gene	1:30 Gene?		12pm C+ Suzanne TWICK, S Joellen Rest @ Humphreys Capital		11 AM
1 PM	mtg w/ DS + Gen. David Jones	2pm FUG PB, SS, AL overtime issues 3pm CX Awards Policy	1pm CX Weekly w/ Chris Junct 1-2 Space Staff 2pm mtg w/ Ford-Ford	1pm		11:10am 202 393 1000 16 + K St. o Feid	Spencer Bob Kinsely	1 PM
3 PM		4-430 # ES, MH, CM CS, Straud Council on Found. Briefing	4pm Reps - in Eli's Office	4pm # wed Awards Policy	mtg 3pm # MIS Task- Force Mtg 4pm mtg #	3pm		3 PM
			4pm Brief Senate HUD-VA Appro. Subcommittee Staff 124 Dirksen GS, JVG, DS, SS	4pm	4pm w/ Nancy V. + John F 1/2 hr.			

1947
1948
1949

Talk to Myra
Peg



May 1994

WEEKLY CALENDAR

	SUNDAY 8	MONDAY 9	TUESDAY 10	WEDNESDAY 11	THURSDAY 12	FRIDAY 13	SATURDAY 14	
7 AM			Campus Tour Harvard & Boston Colleges	8:30 AM -10: 30am: SOS Project Dir. Trng, Leesberg, VA				7 AM
9 AM		10:00 AM Mtg w/ Eli(1/2hr), Sherry, JVG	10:30 AM ONE- ON-ONE W/ ELI 10:30 AM City Year update/ Judy Denny	10:00 AM HOLD: Comp/ Overtime mtg 10:00 AM Found mtg 11 w/CS				9 AM
11 AM		12	11:00 AM Briefing for HUD/VA hearing per Gene	12 pm CSupple		11:00 AM HUD/ VA Hearing 106 Dirksen 1 pm		11 AM
1 PM		2:00 PM Mtg w/ Don Scott and Gen. David Jones	1:00 PM Space mtg w/JVG and Dave S. 2:00 PM Mtg w/ Ford Foundation reps	1:00 PM Briefing for HUD/VA hearing per Gene 3 pm	2:00 PM mtg w/ Endispute	2:00 PM LEADERSHIP POOL MTG 2 pm Eli's Conf Party		1 PM
3 PM	HOLD:	3:00 PM 4 ³⁰ OFFICE HOURS 4:00 PM Mtg w/ Eli, MBH, CM, CS, Stroud Council on Found 4:30 Judy Denny Kevin Kelly update	3:00 PM SAGAWA STAFF MTG 4:00 PM Brief Senate HUD/ VA Staff briefing 124 Dirksen	4:00 PM HOLD: Awards Policy mtg 4-5 lead Stage One closing plenary CRYSTAL city	3:00 PM HOLD: MIS Task Force mtg 4:00 PM Mtg w/ Nancy V. and John F.			3 PM
		5:15 Chuck Supple.						

May 1994

WEEKLY CALENDAR

	SUNDAY 8	MONDAY 9	TUESDAY 10	WEDNESDAY 11	THURSDAY 12	FRIDAY 13	SATURDAY 14	
7 AM			7:00 AM CAMPUS TOUR: HARVARD & OTHER BOSTON UNIVERSITI- ES	8:30 AM -10: 30am: SOS Project Dir. Trng, Leesberg, VA				7 AM
9 AM		10:00 AM Mtg w/ Eli(1/2hr), Sherry, JVG	10:30 AM ONE- ON-ONE W/ ELI 10:30 AM City Year update/ Judy Denny	10:00 AM HOLD: Comp/ Overtime mtg 10:00 AM meeting with Chuck Supple HUD Briefing w/EO	10:00 AM HOLD: Comp/ Overtime mtg 10:00 AM meeting with Chuck Supple HUD Briefing w/EO	10AM 1 Awards mtg 11am 11am - One-on-One w/Leesberg.		9 AM
11 AM			11:00 AM Briefing for HUD/VA hearing per Gene		11:00 AM Briefing for HUD/VA hearing per Gene	11:00 AM HUD/ VA Hearing 106 Dirksen 12:00 PM Lunch w/STJVG, DM, MG 1pm		11 AM
1 PM		2:00 PM Mtg w/ Don Scott and Gen. David Jones	1:00 PM Space mtg w/JVG and Dave S. 2:00 PM Mtg w/ Ford Foundation reps	1:00 PM Briefing for HUD/VA hearing per Gene Jpm Jame + CS re: Kellogg Found Proposal	2:00 PM mtg w/ Endispute	2:00 PM LEADERSHIP POOL MTG 2:00 PM Indira's Going Away Surprise Party 2:30 comp-overtime mtg. 4:00 Grace Johnson		1 PM
3 PM		3:00 PM - 5pm OFFICE HOURS	3:00 PM SAGAWA STAFF MTG 4:00 PM Brief Senate HUD/ VA Staff briefing 124 Dirksen	4:00 PM HOLD: Awards Policy mtg 4:00 PM Lead Stage One Closing Plenary in Leesberg	3:00 PM HOLD: MIS Task Force mtg 4:00 PM Mtg w/ Nancy V. and John F. w EO	4:00 PM mtg w/Larry W. 545		3 PM
					5pm - Phone Interview w/Curt (informal)			

May 1994

WEEKLY CALENDAR

	SUNDAY 1	MONDAY 2	TUESDAY 3	WEDNESDAY 4	THURSDAY 5	FRIDAY 6	SATURDAY 7	
7 AM				7:00 AM JVG HAS JURY DUTY TODAY	5234435 830 cholesterol screening			7 AM
	9:15 SENIOR STAFF MEETINGS							
9 AM		10:00 AM One-on-one w/Eli	8:30 AM All HQ Mtg	Catherine Rawada	930-10 (H) Handshake w/Labaroh Taylor VP of Corp Affairs Sony U.S.A.	10:00 AM Mtg to prep for Ford Foundation visit per C. Supple		9 AM
			11am - mtg w NCC		10am mtg w/Eli Reorganiz	11:00AM		
11 AM		11:00 AM Mtg w/ Judy Denny (she will update you on IG stuff) 12:00 PM Mtg w/ Don Baer, WH Speechwriter (per R. Allen)	11:30 AM Mtg w/ John Briscoe	12:00 PM Hold: HUD mtg w/ David Leiderman, CWLA	12:00 PM Mail Meeting w/staff (per JVG)	12pm lunch w/staff		11 AM
			1230	2pm lunch w/RA				
1 PM		2pm YJB Kadil/Rusty	1:00 PM Mtg w/ Kathleen Selz, NASCC per Catherine	130pm Tom McClaughan	1:00 PM Phone mtg w/staff (per JVG)	2:00 PM LEADERSHIP POOL MTG	Nat'l ID Mtg	1 PM
			3:30 - Jim & Paul Harris, Bobcat, training consult. Ac c'drs. National Identity Mtg	2:30 millicent Hodge		3pm		
3 PM		3:00 PM Recruitment Mtg w/BC, SW, DA, MBH, Pat B.	DA, CM, DL, DS, RA	3:00 PM Mtg w/ Nancy, Rina, Terry 4:00 PM CM Weekly Mtg	2-3:30 Reorganiz Mtg LW, CM, GK, JS, ES	3pm - Place calls to State Comm.		3 PM
				5pm Don RA Soto	330 millicent Hodge	4pm Recruitment Mtg		
	6pm meet w/ Diana	4pm MC	5		430 - LW, CM May 5-8s. Atlanta Quad. David	5pm David Rymon 1pm		

margaret Gates Interview

May 1994

SCHEDULE FOR SHIRLEY SAGAWA

	SUNDAY 1	MONDAY 2	TUESDAY 3	WEDNESDAY 4	THURSDAY 5	FRIDAY 6	SATURDAY 7	
7 AM		Tentative return early	ES, SS, LG out of town?	JVG, Has Judy Duty				7 AM
9 AM	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG	9 AM
		10:00 One on One w/ Eli	9:00 HQ mtg CNEA 10:00 mtg w/ Kathleen Sels & One REC CY		10am mtg w/ CM, ES, Troud to prep for Drd Found Visit			
11 AM		11am - Judy Dupke	11:30 mtg w/ John Beis Nail + Comm Service Coal. to discuss sustaining coalition	12pm David L HUD	12pm mail mtg			11 AM
1 PM		12pm mtg w/ Don Bace	1pm V. Voss Kathleen Sels	1pm mtg to discuss Reorgan ES, SS, LG 2:30 GK, CM	1pm Phone mtg (Sylvia H)			1 PM
3 PM		3 Recruitment 1 4 4 Margaret 3 Gates	3pm Nancy V. Kina Terry 4pm Out weekly	3pm Nancy V. Kina Terry 4pm Out weekly	2-3:30 w/ ES, CM SS, GK Reorgan			3 PM

Technical
Drawing
Book

Handwritten notes in blue ink, possibly a list or index.

Ac Grant } 10-20th
SOS }



Handwritten notes in blue ink, possibly a list or index.

May 2, 1994
Monday
SAGAWA-DAILY

8 AM		3 PM	9:00 PM - 5pm OFFICE HOURS 3:00 PM Recruitment Mtg w/BC, SW, DA, MBH, Pat B.
9 AM		4 PM	<i>4pm Interview Margaret Gates.</i>
10 AM	10:00 AM One-on-one w/Eli	5 PM	
11 AM	11:00 AM Mtg w/ Judy Denny(she will update you on IG stuff)	6 PM	
12 PM	12:00 PM Mtg w/Don Baer, WH Speechwriter (per R. Allen)	7 PM	
1 PM		8 PM	
2 PM	<i>5pm Michael Cammiller heads 1 hour w/you.</i>	9 PM	

May 3, 1994
Tuesday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM National Identity Mtg DA, CM, DS,RA, ES
9 AM	9:15 AM Senior Staff mtg	4 PM	
10 AM	10:30 AM [REDACTED]: YSB Update w/Kadi and Rusty	5 PM	5PM
11 AM	11:00 AM Mtg w/Sarah W., Terry R. re: policy on Team Leader 11:30 AM Mtg w/John Briscoe	6 PM	
12 PM		7 PM	
1 PM	1:00 PM Mtg w/Kathleen Selz, NASCC per Catherine 2PM YSB Update (Kadi + Rusty)	8 PM	
2 PM	2:30 PM Mtg w/Jane M, Pam Harris re: training consultant	9 PM	

May 4, 1994
Wednesday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM Mtg w/Nancy, Rina, Terry
9 AM		4 PM	4:00 PM CM Weekly Mtg
10 AM	10:00 AM GARP Training at the Ramada Inn 	5 PM	Spun Don Scott
11 AM	 12:30	6 PM	6pm Kate will stop by to say Goodbye.
12 PM	12:30 PM Lunch with Rick Allen	7 PM	
1 PM	1:30 PM mtg w/Idaho State Comm. Tom McClannahan	8 PM	
2 PM	2:30 PM Mtg w/Millicent Hodge <i>Party for Kate</i>	9 PM	

* → 7:00 AM JVG HAS JURY DUTY TODAY

May 5, 1994
Thursday
SAGAWA-DAILY

8 AM		3 PM	3:30 PM HOLD : mtg w/Millicent Hodge (waiting for confirm)
9 AM	9:45 AM Meet Labaron Taylor (see attached) 15 min.	4 PM	4:30 PM Mtg w/LWilson, CMilton re:org issue (per Larry) 
10 AM	10:00 AM Mtg w/ Eli to discuss agenda for reorg mtg at 2pm	5 PM	5:00 PM Mtg w/DavidO re:SOS Project Director Training
11 AM		6 PM	
12 PM	12:00 PM Mail Meeting w/staff (per JVG)	7 PM	
1 PM	1:00 PM Phone mtg w/staff (per JVG)	8 PM	
2 PM	2:00 PM -3:30pm reorganization mtg w/ LW, CM, GK, JS, ES	9 PM	

May 6, 1994
Friday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM Place calls to St. Comm. Chairs
9 AM		4 PM	4:00 PM Recruitment Mtg (rescheduled)
10 AM	10:00 AM Mtg to prep for Ford Foundation visit per C. Supple	5 PM	5:00 PM 1 hour w/David Rymph
11 AM	<i>HOLD</i>	6 PM	<i>Mike Kenchick 15min</i>
12 PM	12:00 PM Lunch w/Staff	7 PM	
1 PM	1:00 PM -3PM National Identity Mtg (cont'd)	8 PM	
2 PM	2:00 PM LEADERSHIP POOL MTG	9 PM	

May 9, 1994
Monday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM - 5pm OFFICE HOURS 4:30
9 AM		4 PM	4:30 : Judy Denny - Kevin Kerly update.
10 AM	10:00 AM Mtg w/Eli(1/2hr),Sherry, JVG 	5 PM	
11 AM		6 PM	
12 PM	 12	7 PM	
1 PM		8 PM	
2 PM	2:00 PM Mtg w/Don Scott and Gen. David Jones	9 PM	

May 10, 1994
Tuesday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM SAGAWA STAFF MTG
9 AM		4 PM	4:00 PM Brief Senate HUD/VA Staff briefing 124 Dirksen
10 AM	10:30 AM ONE ON ONE W/ELI 10:30 AM City Year update/Judy Denny	5 PM	
11 AM	11:00 AM Briefing for HUD/VA hearing per Gene	6 PM	
12 PM		7 PM	
1 PM	1:00 PM Space mtg w/JVG and Dave S.	8 PM	
2 PM	2:00 PM Mtg w/Ford Foundation reps	9 PM	
7:00 AM CAMPUS TOUR: HARVARD & OTHER BOSTON UNIVERSITIES			

May 11, 1994
Wednesday
SAGAWA-DAILY

8 AM	8:30 AM -10:30am: SOS Project Dir. Trng, Leesberg, VA	3 PM	
9 AM		4 PM	4:00 PM Call from Robert Gordon
10 AM		5 PM	5:00 PM Lead Stage One Closing Plenary in Leesberg
11 AM		6 PM	
12 PM		7 PM	
1 PM	12:00 PM Briefing for HUD/VA hearing per Gene	8 PM	
2 PM	2:00 PM meeting with Chuck Supple and Jane M	9 PM	

May 12, 1994
Thursday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM HOLD: MIS Task Force mtg
9 AM		4 PM	4:00 PM Mtg w/Nancy V. and John F.
10 AM	10:00 AM review leadership pool proposals-rm908 Gateway	5 PM	5:00 PM phone interview w/Mary Liepold of CWLA (informal)
11 AM		6 PM	
12 PM		7 PM	
1 PM		8 PM	
2 PM	2:00 PM mtg w/Endispute	9 PM	

May 13, 1994
Friday
SAGAWA-DAILY

8 AM		3 PM	Mtg w/Larry to discuss leadership Crips training proposals. Judyk, Peg, Lane M, Jim E, Mo.
9 AM		4 PM	4:30 PM phone call from Grace Johancen re:a recommendation
10 AM	10:00 AM AWARDS MTG	5 PM	5:45 PM Mtg w/Larry Wilson (per your request)
11 AM	11:00 AM One-on-one w/Jim Scheibel	6 PM	
12 PM	12:30 pm	7 PM	
1 PM	1:30 pm	8 PM	
2 PM	2:00 PM Indira's Going Away Surprise Party 2:30 PM Comp/overtime meeting	9 PM	

Jason Snyder

415 497 5185

May 16, 1994
Monday
SAGAWA-DAILY

8 AM		3 PM	Staff
9 AM	9:00 AM -10:30 Grants Mtg	4 PM	Retreat
10 AM		5 PM	
11 AM	11:00 AM Mtg w/CM, JE re: TTA CM's office	6 PM	
12 PM	12:00 PM Mtg w/Larry Matlack	7 PM	
1 PM	1pm	8 PM	
2 PM	2:00 PM Staff Retreat at Susan's House 4 hours	9 PM	

May 25, 1994
Wednesday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM One-on-One with Don Scott
9 AM		4 PM	4:00 PM One-on-One w/Jim S.
10 AM		5 PM	5:00 PM SOS Launch Mtg w/David O'Brien
11 AM		6 PM	
12 PM	12:00 PM NPR LUNCH at Twiggs Restaurant	7 PM	
1 PM		8 PM	
2 PM	2:00 PM Mtg w/ES,CM re: funding of recs for Higher Ed Prog 2:00 PM AmeriCorps Ldrs Staff Mtg: optional	9 PM	

May 27, 1994
Friday
SAGAWA-DAILY

8 AM		3 PM	3:15 PM One-on-one w/Jim
9 AM	9:00 AM Grant Reviews	4 PM	4:00 PM Telephone interview w/Jason Snyder (student)
10 AM		5 PM	
11 AM	11:00 AM VISTA Nat'l ID mtg per JS	6 PM	
12 PM	12:00 PM Lunch w/ST,JVG,MC,DM	7 PM	
1 PM		8 PM	
2 PM		9 PM	
2:00 PM Judy Denny Update			

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April '94

Divider Title: _____

March-April 1994

SCHEDULE FOR SHIRLEY SAGAWA

	SUNDAY 27	MONDAY 28	TUESDAY 29	WEDNESDAY 30	THURSDAY 31	FRIDAY 1	SATURDAY 2	
7 AM			019 Briefings for Sr. Staff. @ exp. mtg. leader w/ps - ash - jml	019 Briefings for Sr. Staff.		HOLD ↓		7 AM
9 AM	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG 10 - mtg w/ Larry Wilson	9:15 AM SENIOR STAFF MTG 10:30 OFFICE	9:15 AM SENIOR STAFF MTG 10am 1-on-1 w/ Eli 1000 019	9:15 AM SENIOR STAFF MTG HOLD 10 - BC, B, D, P. Bockel 1000 019 VISTA REGR. AS part of AC.			9 AM
11 AM		11-ES, SS, DA, M BH, RA, NR LAUNCH mtg	11-ES, SS, DA, M BH, RA, NR LAUNCH mtg 12	Final SOS Series CW Week 1 1pm	12:00 lunch			11 AM
1 PM		1pm Lunch w/ Rich Lee	1-3 - mtg w/ reps from the Kellogg Foundation Eli's conf. 019 Briefings @ 200 10th Floor	merger mtg 1pm - S, G, B, PB, TVG, RA, DA 200 019	w/ Denise Madigan 200 019 200 1dwp pool			1 PM
3 PM		3:00 mtg w/ David Linderman Re: CWLA conference	3pm SS Staff mtg	3pm HOLD VISTA mtg ES, SS, WE, DL, CM	3- Budget Briefing → Eli, GK, DS			3 PM
		4pm Found mtg ES, SS,	4pm - mtg w/ reps from the Kellogg Foundation Eli's conf.		4-5 HOLD VISTA mtg ES, SS, mtg, DL, CM 3pm Sherri Schuler management w/ps (outside) JVG			

March-April 1994

Schedule for Shirley Sagawa

	SUNDAY 27	MONDAY 28	TUESDAY 29	WEDNESDAY 30	THURSDAY 31	FRIDAY 1	SATURDAY 2	
7 AM			8:00 AM LEADERSHIP CORPS RETREAT -- ALL DAY			8:30 Stroud Conference Call		7 AM
9 AM		9:15 AM SENIOR STAFF MTG 10:00 AM mtg w/ Larry Wilson	9:15 AM SENIOR STAFF MTG 9:15 AM Expanded Sr. Staff mtg (OIG briefing)	9:15 AM SENIOR STAFF MTG 10:00 AM 1-on-1 w/Eli 10:00 HOLD Tony Perez NASCC	9:15 AM SENIOR STAFF MTG 10:00 AM mtg w/ BC,JS,P. Booker re: VISTA as part of AmeriCo 10:30-11:30 personnel mtg per AL	9am conf call		9 AM
11 AM		11:00 AM Launch mtg w/ES, DA, MBH,RA,NR 12:00 PM return phone calls		11:00 AM to 1pm Final SOS Review	11:00 AM Sagawa Staff mtg 12:00 PM Lunch w/Denise Madigan			11 AM
1 PM		1:00 PM Lunch w/Rich Lee 2:00 PM Savings Bonds intro mtg - you may arrive late	1:00 PM to 3pm mtg w/Kellogg Foundation reps Eli's conf rm 2:00 PM OIG BRIEFINGS for 10th Floor	1:00 PM Merger mtg w/GK,JS, PB,JVG,RA,DA JVG mtg w/ Yashima + Sarah L. Grant p. 13	2PM VISTA mtg to bring closer to new Vista under AC umbrella			1 PM
3 PM		3:00 PM mtg w/ David Leiderman re: CWLA conference 4:00 PM mtg w/ Eli re: foundations		3:00 PM HOLD VISTA mtg w/ ES,MC,DL,CM	3:00 PM Budget Briefing - ES, GK, DS 4:00 PM mtg w/ Sherri Schiller, JVG 5:00 1/2 hr w/Jane Marsh			3 PM
		5:00 PM DESK TIME 6:00 PM Mtg w/ JVG, ST,me		4:00 one-on- one w/Eli 5:00		8:00 PM OUT ALL DAY		

Re: Our weekly mtg

April 1994

SCHEDULE FOR SHIRLEY SAGAWA

	SUNDAY 3	MONDAY 4	TUESDAY 5	WEDNESDAY 6	THURSDAY 7	FRIDAY 8	SATURDAY 9	
7 AM		<u>MERGER</u> HOLD ↓		May press conference ↓				7 AM
9 AM	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG 10am	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG	9 AM
11 AM			12-Denise madigan	12:00 w/ Linda K.		11 AM HOLD AFT mtg		11 AM
1 PM				1:30 pm w/ Linda K. 4:12 4:50				1 PM
3 PM					2pm Spkr Series mtg Stroud, & mc	2pm Leadership pool		3 PM
			5pm Foundation mtg w/ES					

April 1994

Schedule for Shirley Sagawa

	SUNDAY 3	MONDAY 4	TUESDAY 5	WEDNESDAY 6	THURSDAY 7	FRIDAY 8	SATURDAY 9	
7 AM		<u>MERGER</u>		MAGAZINE PRESS CONFERENCE IN NYC				7 AM
9 AM	9:15	<u>SENIOR STAFF MTGS</u>						9 AM
		10:30 mtg w/eli	10:30 mtg w/eli	10:30 mtg w/eli	10:30 - Stroud + Federal Liaison Team			
11 AM		12:00 PM Brown Bag Lunch: 10th fl conf. ACTION films and PAS	12:00 PM Lunch w/Denise Madigan	11am Jane Marsh Leadership + Decision memo.	12-Old Elbow Creek w/ Peter Spencer 1-2 w/ Glenn	11:00 AM HOLD: mtg w/ American Federation of Teachers per GJ 12-lunch w/ST, JVG, MC, DM		11 AM
1 PM				11:30 - weekly w/CM	2:00 PM HOLD: Speaker Series mtg	2:00 PM Leadership Pool mtg		1 PM
3 PM		4:30 PM Indian Treaty Rm for recognition event	3:00 Jane Marsh x188	3pm Conf. Conf.	3pm - Corp Culture mtg.			3 PM
		5:00 PM Foundation mtg w/ES, CM, RA, NR, SS, CS, AO (for JS)	4:00 Erin O'Neill	4:00 Don Scott				
		6:00 PM Reception at Barrister Restaurant 818 CT Ave, NW	6pm - mtg w/eli CM					

Saudi
TDD

April 1994

Schedule for Shirley Sagawa

	SUNDAY 3	MONDAY 4	TUESDAY 5	WEDNESDAY 6	THURSDAY 7	FRIDAY 8	SATURDAY 9	
7 AM				7:00 AM MAGAZINE PRESS CONFERENCE IN NYC				7 AM
9 AM		9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG 9:15 AM (Expanded) 10:00 AM ONE- ON-ONE W/ ELI 10:30 AM mtg w/ Eli re: trip to Boston	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG 10:30 AM Briefing: Federal Liaison Team and S. Stroud	9:15 AM SENIOR STAFF MTG		9 AM
11 AM		12:00 PM Brown Bag Lunch: 10th fl conf. ACTION films and PAs	11:15 AM 15min w/Mike Kenefick 12:00 PM Lunch w/Denise Madigan	11:00 AM mtg w/ Jane Marsh re: leadership and decision memo 11:30 AM WEEKLY W/ CM	12:00 PM Lunch w/Pete Spencer. Old Ebbitt Grill	11:00 AM HOLD: mtg w/ American Federation of Teachers per GJ 12:00 PM Lunch w/ST, JVG, DM, MC		11 AM
1 PM			2:00 PM Dana Foundation mtg per CS (I have briefing mats)	1:00 PM LUNCH W/ RICK	1:00 PM Wkg lunch w/Carla Swanson to discuss ONCSP hiring 2:00 PM HOLD: Speaker Series mtg	2:00 PM LEADERSHIP POOL MTG		1 PM
3 PM		3:00 PM - 5pm OFFICE HOURS 4:30 PM Indian Treaty Rm for recognition event	4:00 PM mtg w/ Erin O'Neil from Smith College	3:00 PM HOLD: Conference call w/Mrs. S 4:00 PM WEEKLY W/ DON SCOTT <i>Peter Wardant</i>	3:00 PM HOLD: Corporate Culture mtg 4:00 Spkr Series mtg <i>ma</i>	3pm Savings Bonds		3 PM
		6:00 PM Reception at Barrister Restaurant 818 CT Ave, NW	5:00 PM Foundation mtg w/ES, CM, RA, NR, SS, CS, AO for JS					

April 1994

SCHEDULE FOR SHIRLEY SAGAWA

	SUNDAY 10	MONDAY 11	TUESDAY 12	WEDNESDAY 13	THURSDAY 14	FRIDAY 15	SATURDAY 16	
7 AM			HOLD	HOLD	SHIRLEY			7 AM
9 AM	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG 10am - mtg w/ Staff re: treatment of ART	9:15 AM SENIOR STAFF MTG Expanded One-on-One w/ Eli	9:15 AM SENIOR STAFF MTG 10:30 HOLD ART Pers Mtg (AP)	9:15 AM SENIOR STAFF MTG CWL 4 10:50 - 12:30 WKSHP 12:30 luncheon	9:15 AM SENIOR STAFF MTG 11am - mtg w/ Senate Govt Affairs Cmttee.	9:15 AM SENIOR STAFF MTG	9 AM
11 AM		11am - Diana A, Mike B, Discuss merger of Pub. Affairs.	11am AFT mtg w/ CM, R. Anderson, S. Mt, C. J. S.		10-15 min 2:00			11 AM
1 PM		1pm w/ Peter Pearson Camp's Intern 3pm MIA Task Force				1-6:30 HOLD Sherri, JVG, Sagawa		1 PM
3 PM		3-4 ES, SS, JS - org development (BOSTON)						3 PM
		HOLD 4-5 @ Eli's Office Veronica Biggins		7:30 - CULA Sant'Gala Ceremony				

April 1994

WEEKLY SCHEDULE

	SUNDAY 10	MONDAY 11	TUESDAY 12	WEDNESDAY 13	THURSDAY 14	FRIDAY 15	SATURDAY 16	
7 AM			7:00 AM BOSTON	7:00 AM BOSTON				7 AM
9 AM	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG <i>10am - mtg w/ me, Stroud</i>	9:15 AM SENIOR STAFF MTG 9:15 AM (Expanded) 10:00 AM ONE- ON-ONE W/ ELI	9:15 AM SENIOR STAFF MTG <i>10am Coffee w/ bdi</i>	9:15 AM SENIOR STAFF MTG 10:00 AM CWLA Conference <i>↓ 2pm</i>	9:15 AM SENIOR STAFF MTG <i>1/2 10am Walter (interviews) 1030 - CM + TR 11am Jane March</i>	9:15 AM SENIOR STAFF MTG	9 AM
11 AM		11:00 AM mtg w/ DA, MB to discuss merger of Pub Affairs		11:30 AM WEEKLY W/ CM <i>1030 AM, JK MBH</i>		11:00 AM HOLD : mtg w/ Senate Governmental Affairs Cmte		11 AM
1 PM		1:00 PM Walter Pearson (GK's intern) will interview you 2:00 PM MIS Task Force mtg <i>2:00 - Bruce C. 10 min.</i>		1:00 PM Lunch W/Rick <i>2pm JVG, PB Re: Hiring Procedures.</i>		1:00 PM - 6: 30pm Mtg w/ Sherry Schiller, JVG 2:00 PM LEADERSHIP POOL MTG <i>2:30 2pm 2nd level inty for Dir B Pub. Diana Alga Jablonski</i>		1 PM
3 PM		3:00 PM - 5pm OFFICE HOURS 3:00 PM ES, SS, Js mtg on organization development 4:00 PM mtg w/ SA, and Victoria Higgins	3:00 PM SAGAWA STAFF MTG	OFFICE HRS <i>3-5pm</i>	<i>3:30 3pm mtg to discuss A + L role in recruitment efforts.</i>			3 PM
			<i>5pm Nick True</i>	7:30 PM CWLA GALA	<i>430 mtg to his St. Am + ACTION St. off in recruit-off</i>			

April 1994

WEEKLY CALENDAR

	SUNDAY 17	MONDAY 18	TUESDAY 19	WEDNESDAY 20	THURSDAY 21	FRIDAY 22	SATURDAY 23	
7 AM			7:00 AM REMINDER: U.S. KIDS CLOSES AT 6: 00p.m. TONIGHT			<i>must leave @ 10:15</i>		7 AM
9 AM	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG 10:45 AM mtg w/ ELI	9:15 AM SENIOR STAFF MTG 9:15 AM (Expanded) 10:30 AM ONE- ON-ONE W/ ELI	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG <i>10:15 AM mtg w/Stroud</i>	9:15 AM SENIOR STAFF MTG 10:45 AM YSA mini-plenary re: programs	9:15 AM SENIOR STAFF MTG	9 AM
11 AM		11:30 AM Alfred's b-day party 12:00 PM meet w/ Business Plan group	11:00 AM Dr. Ross (dentist appt)	11:30 AM WEEKLY W/ CM 12:00 PM Board Meeting	<i>11:30 DON S. & Rick</i>	12:00 PM Lunch w/ST,JVG,MC, DM		11 AM
1 PM		1:00 PM mtg w/ Senate Governmental Affairs Cmte	<i>1pm</i> <i>office hours</i>	1:00 PM Lunch W/Rick	<i>1:30pm - David Battley</i> <i>2:30 Donna Jablonski interview</i> <i>3pm RG, R, KF</i>	1:00 PM TA call for early childhood contacts <i>4th Floor</i> 2:00 PM LEADERSHIP POOL MTG		1 PM
3 PM		3:00 PM mtg w/ Stroud to discuss her role 3:30 PM mtg w/ Goodwin, CM, to discuss Shriver proposal	<i>3pm</i>	3:00 PM PRES- IDENTIAL FORUM	4:30 PM mtg w/ Veronica Biggens per Allred	4:00 PM to 6p. m. mtg w/ Sherri, JVG		3 PM
		5:00 PM mtg w/ Jina to discuss intern placement						

April 1994

WEEKLY CALENDAR

	SUNDAY 17	MONDAY 18	TUESDAY 19	WEDNESDAY 20	THURSDAY 21	FRIDAY 22	SATURDAY 23	
7 AM			7:00 AM REMINDER: U.S. KIDS CLOSES AT 6: 00p.m. TONIGHT					7 AM
9 AM	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG <i>10:45 meet w/Eli</i>	9:15 AM SENIOR STAFF MTG 9:15 AM (Expanded) 10:30 AM ONE- ON-ONE W/ ELI	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG 10:45 AM YSA mini-plenary re: programs	9:15 AM SENIOR STAFF MTG	9 AM
11 AM		<i>12- mt w/ Group</i>	11:00 AM Dr. Ross (dentist appt)	11:30 AM WEEKLY W/ CM 12:00 PM Board Meeting		12:00 PM Lunch w/ST,JVG,MC, DM		11 AM
1 PM		1:00 PM mtg w/ Senate Governmental Affairs Cmte		1:00 PM Lunch W/Rick		1:00 PM TA call for early childhood contacts 2:00 PM LEADERSHIP POOL MTG		1 PM
3 PM		3:00 PM 3:30pm OFFICE HOURS 3:00 PM mtg w/ Stroud to discuss her role <i>Goodwin, CM, Burner proposal</i>		3:00 PM PRES- IDENTIAL FORUM	4:30 PM mtg w/ Veronica Biggens per Alfred	4:00 PM to 6p. m. mtg w/ Sherri, JVG		3 PM
		5:00 PM mtg w/ Jina to discuss intern placement						

April 1994

SCHEDULE FOR SHIRLEY SAGAWA

	SUNDAY 17	MONDAY 18	TUESDAY 19	WEDNESDAY 20	THURSDAY 21	FRIDAY 22	SATURDAY 23	
7 AM			Service Day USIA DS CLOSED	Hold Forum ↓	Service Day ? ↓			7 AM
9 AM	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG 10am coffee 10/10/11	9:15 AM SENIOR STAFF MTG One-on-One w/ Eei	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG mini-plenary (10:15) to talk 1045- programs	9:15 AM SENIOR STAFF MTG	9 AM
11 AM			Dr Ross Dentist 11:00		12:30 PM Comp call	11:30 (12:15)		11 AM
1 PM		1pm Sen. Govt. Affairs		1200 Board mtg	1pm-3pm			1 PM
3 PM		3pm mtg w/ Stroud to discuss her role. 5pm - ma - intern placement decision		3pm President. Forum		4-6 Sherri, JVG		3 PM
			US Kids closes @ 6pm	Wed write list	430-Veronica Bignino			

April 1994

SCHEDULE FOR SHIRLEY SAGAWA

	SUNDAY 24	MONDAY 25	TUESDAY 26	WEDNESDAY 27	THURSDAY 28	FRIDAY 29	SATURDAY 30	
7 AM								7 AM
9 AM	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG 15min 9:30 Tracy	9:15 AM SENIOR STAFF MTG File out of town	9:15 AM SENIOR STAFF MTG 10am Don Scott Rick A	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG 10am Fridays —	9:15 AM SENIOR STAFF MTG wkly w/JS	9 AM
11 AM		Gray 10:30 HOLD Rusty, Kate Kadi YSB						11 AM
1 PM			1pm ES, DS, RA ES Conf Camp Commanders.	1pm naie mtg	1pm naie mtg — (see sch. request)	2pm Steve Kopel		1 PM
3 PM		3pm Intern mtg w/ JS, naie JVG, High School 4pm mtg w/ Eli	HOLD 3:30 GK, ES, SS, JS, LW? Buyout.	2pm phone mtg. 3pm 10th fl?		4-6 JVG, Sherri Shirley		3 PM
		6-9 Dinner & Discussion Rm 002. 1733 "N" St. NW 690-6641.	4:30 mtg w/ JS re: Staff Positions	INTERN PARTY				

April 1994

WEEKLY CALENDAR

	SUNDAY 24	MONDAY 25	TUESDAY 26	WEDNESDAY 27	THURSDAY 28	FRIDAY 29	SATURDAY 30	
7 AM				NATIONAL DAY OF MOURNING FOR R. NIXON	"Take Our Daughters to Work" Day (See Attached) 7:45 - Breakfast Pick up daughters			7 AM
9 AM	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG 9:30 AM NEW STAFF ORIENTATI- ON 10:30 AM Mtg w/ Kate, Kadi, Rusty re: YSB	9:15 AM SENIOR STAFF MTG 9:15 AM (Expanded) 10:30 AM ONE- ON-ONE W/ ELI		9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG		9 AM
11 AM		12:00 PM Lunch w/Jack		10am ? 11am ? 11:30 AM ? 12:30 PM ? 1pm ?	10:30 AM 11:30 AM 12:30 PM 1pm	11am Lt OVSSC Plans for the year 12pm HOO mtg		11 AM
1 PM				1pm interview w/L.A. Times	1:30pm Sngawa Staff	2:00 PM LEADERSHIP POOL MTG 2:00 PM Mtg w/ Steve Kopel (I have background info)		1 PM
3 PM		3:00 PM Intern mtg w/Jina, Hugh, Jennifer, JVG 4:00 PM Mtg w/ Eli re: misc items	3:00 PM Buyout mtg w/ES, GK, SS, JS, LW 4:30 PM Mtg w/ Jim S. re: staff positions	2pm AP Interview for DA	2pm NCCC Budget mtg 3-4 4pm Intern Party	3:00 PM Mtg w/ Sherry S. 6pm	1pm Natalie Identity mtg JS, ES, DS	3 PM

April 1, 1994
Friday
 SAGAWA-DAILY

8 AM	8:30 AM Conference Call w/Susan Stroud re: HUD	3 PM	
9 AM	9:00 AM Conference Call w/Board Members	4 PM	
10 AM		5 PM	
11 AM		6 PM	
12 PM		7 PM	
1 PM		8 PM	
2 PM		9 PM	

April 5, 1994
Tuesday
SAGAWA-DAILY

8 AM		3 PM	<i>Desk Time</i> 345 pls call Samuel Halperin 775-97261
9 AM		4 PM	4:00 PM mtg w/Erin O'Neil from Smith College
10 AM	10:00 AM one-on-one w/Eli 10:30 AM mtg w/Eli re: trip to Boston	5 PM	5:00 PM Foundation mtg w/ES,CM,RA,NR,SS,CS,AO for JS
11 AM	11:15 AM 15min w/Mike Kenefleck <i>11:30 DESK TIME</i>	6 PM	<i>6pm 10min w/g w/ES + CM</i> <i>Desk Time</i>
12 PM	12:00 PM Lunch w/Denise Madigan	7 PM	
1 PM	<i>Desk Time</i>	8 PM	
2 PM	2:00 PM Dana Foundation mtg per CS (I have briefing mats)	9 PM	

April 6, 1994
Wednesday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM Conference call w/Peter Marchant (per your Mom)
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	4:00 PM WEEKLY W/DON SCOTT
10 AM	<i>HOLD</i>	5 PM	<i>David O'Brien HOLD</i> <i>Jenna Marshall</i> <i>to discuss SOS Budget</i>
11 AM	11:00 AM mtg w/Jane Marsh re: leadership and decision memo 11:30 AM WEEKLY W/CM 	6 PM	
12 PM	 12:30	7 PM	
1 PM	1:00 PM HOLD: Lunch W/Rick (not confirmed)	8 PM	
2 PM	<i>HOLD</i>	9 PM	
7:00 AM MAGAZINE PRESS CONFERENCE IN NYC			

April 7, 1994
Thursday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM Speaker Series mtg
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	4:00 PM Corporate Culture mtg
10 AM	10:30 AM Briefing: Federal Liaison Team and S. Stroud	5 PM	<i>hold</i>
11 AM	<i>hold</i>	6 PM	<i>hold</i>
12 PM	12:00 PM Lunch w/Pete Spencer. Old Ebbit Grill	7 PM	
1 PM	1:00 PM Wkg lunch w/Carla Swanson to discuss ONCSP hiring	8 PM	
2 PM	<i>hold</i> 2:15-3pm CM, JS in Jim's Office	9 PM	

April 8, 1994
Friday
SAGAWA-DAILY

8 AM		3 PM	David Rymph SOS Task Force mtg / meeting 8th floor.
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	4pm Catherine Pierce
10 AM	10am 20min w/ Bruce C. 1030 441 4th St. Mayor's Office	5 PM	
11 AM	11:00 AM mtg re: American Federation of Teachers per GJ Have Diana Aldridge	6 PM	
12 PM	12:00 PM Lunch w/ST,JVG,DM,MC	7 PM	
1 PM		8 PM	
2 PM	2:00 PM LEADERSHIP POOL MTG 2:00 PM Leadership Pool mtg	9 PM	

April 11, 1994
Monday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM ES, SS, Js mtg on organization development
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	4:00 PM mtg w/ES, AR, and Veronica Biggins 4- BC (10 min) 4:45 Gloria Johnson
10 AM	10:00 AM mtg w/Stroud and MC to discuss welfare strategy	5 PM	5pm mtg w/CM + Gladstone 5:30 - me
11 AM	11:00 AM mtg w/DA,MB to discuss merger of Pub Affairs	6 PM	6pm - BC Hold
12 PM	Under w/Cen Hold	7 PM	
1 PM	1:00 PM Walter Pearson (GK's intern) will interview you 1:30 mtg w/Sylvia + Gene re: crime bill & language	8 PM	
2 PM	2:00 PM MIS Task Force mtg	9 PM	

April 12, 1994
Tuesday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM SAGAWA STAFF MTG
9 AM	9:15 AM SENIOR STAFF MTG 9:15 AM (Expanded)	4 PM	Goalwin + CM HOLD
10 AM	10:00 AM Mtg w/staff+John Alexander-Ctr Creative Leadership 10:30 AM ONE-ON-ONE W/ELI	5 PM	5:00 PM Mtg w/Rick Allen and Nick True Goalwin + CM
11 AM	11:00 AM Mtg w/staff re: treatment of the AFT (per Gloria)	6 PM	HOLD
12 PM	Goalwin + CM to discuss HOLD	7 PM	
1 PM	HOLD	8 PM	
2 PM	2:00 PM 10 minute mtg w/Bruce (your request) 2:30 PM Mtg w/Chuck,Jane,Michael C. (per Chuck)	9 PM	

April 13, 1994
Wednesday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM OFFICE HOURS 3 - 5 pm
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	
10 AM	10:00 AM Coffee with Jodi	5 PM	5pm PB, JVG, Hiring Process
11 AM	11:30 AM WEEKLY W/CM	6 PM	6:00 PM Depart for dining engagement at Four Seasons Hotel
12 PM	12:30 PM meet w/Jodi, CM, MBH re:message on YSA	7 PM	7:30 PM CWLA GALA
1 PM	1:00 PM Lunch W/Rick	8 PM	
2 PM	2:00 PM mtg w/JVG, Phyllis B. re: hiring practices	9 PM	

April 14, 1994
Thursday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM 2nd level intrvw w/Donna Jablonski 3:30 PM mtg to discuss PA and Liaison role in recrtmnt
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	4:30 PM mtg to discuss st comm and fmr ACTION recrtmt role
10 AM	10:00 AM CWLA Conference	5 PM	<i>530-Due on one w/ Jim</i> HOLD
11 AM		6 PM	Hold
12 PM		7 PM	
1 PM		8 PM	
2 PM		9 PM	

*CWLA Workshop
 is luncheon*

*We may be reached
 @ 582-1234
 (ask for CWLA Conference;)
 Julie Brite*

April 15, 1994
Friday
 SAGAWA-DAILY

8 AM		3 PM	
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	
10 AM	10:00 AM Walter Pearson will interview you (intern) 10:30 AM meet w/CM and TR (tentative) 10:45	5 PM	<u>out of building</u>
11 AM	11:00 AM meet w/Jane Marsh	6 PM	
12 PM	<i>lunch w/JB</i>	7 PM	
1 PM	1:00 PM - 6:30pm Mtg w/Sherry Schiller, JVG	8 PM	
2 PM	(2:00 PM LEADERSHIP POOL MTG)	9 PM	

April 18, 1994
Monday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM mtg w/Stroud to discuss her role 3:30 PM mtg w/Goodwin, CM, to discuss Shriver proposal
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	<i>1-HOLD</i>
10 AM	10:45 AM mtg w/ELI	5 PM	5:00 PM mtg w/Jina to discuss intern placement
11 AM	11:30 AM Alfred's b-day party	6 PM	<i>1-HOLD</i>
12 PM	12:00 PM meet w/Business Plan group	7 PM	
1 PM	1:00 PM mtg w/Senate Governmental Affairs Cmte	8 PM	
2 PM	<i>1-HOLD</i> 2pm - mtg w/DUG, Dave S, re building,	9 PM	

April 19, 1994
Tuesday
 SAGAWA-DAILY

8 AM		3 PM	3pm Sarah W + Bruce C.
9 AM	9:15 AM SENIOR STAFF MTG 9:15 AM (Expanded)	4 PM	3pm hold
10 AM	10:30 AM ONE-ON-ONE W/ELI	5 PM	hold
11 AM	11:00 AM Dr. Ross (dentist appt)	6 PM	Pick up Jack
12 PM	12:00 PM Lunch w/Jack	7 PM	
1 PM	1:00 PM OFFICE HOURS	8 PM	
2 PM		9 PM	

~~7:00 AM~~ REMINDER: U.S. KIDS CLOSSES AT 6:00p.m.
 TONIGHT

April 20, 1994
Wednesday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM PRESIDENTIAL FORUM
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	
10 AM		5 PM	
11 AM	11:00 AM WEEKLY W/CM	6 PM	NSSC Reception 1400 M St. VISTA Hotel.
12 PM	12:00 PM Board Meeting	7 PM	
1 PM	1:00 PM Lunch W/Rick	8 PM	
2 PM		9 PM	

April 21, 1994
Thursday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM Mtg w/Kate, Rusty, Kadi re: YSB
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	4:30 PM mtg w/Veronica Biggens per Alfred
10 AM		5 PM	mtg w/Diana a. 5:30 sos mtg per D.O.
11 AM	11:00 AM mtg w/Susan Stroud to discuss role 11:30 AM Mtg w/Don Scott and Rick Allen	6 PM	
12 PM	12:30	7 PM	
1 PM	Lunch w/Rick	8 PM	
2 PM	2:00 PM mtg w/David Batty 2:30 PM interview Donna Jablonski (per Ermette)	9 PM	

April 22, 1994
Friday
 SAGAWA-DAILY

8 AM		3 PM	3:00 1 <i>CX</i>
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	4:00 PM to 6p.m. mtg w/Sherri, JVG.
10 AM	10:45 AM YSA mini-plenary re: programs	5 PM	
11 AM		6 PM	
12 PM	12:00 PM Lunch w/ST, JVG, MC, DM	7 PM	
1 PM	1:00 PM TA call for early childhood contacts <i>4th floor conf.</i>	8 PM	
2 PM	2:00 PM LEADERSHIP POOL MTG	9 PM	

April 25, 1994
Monday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM Intern mtg w/Jina, Hugh, Jennifer, JVG
9 AM	9:15 AM SENIOR STAFF MTG 9:30 AM NEW STAFF ORIENTATION	4 PM	4:00 PM Mtg w/Eli re: misc items
10 AM	10:30 AM Mtg w/Kate, Kadi, Rusty re: YSB	5 PM	<i>hold</i>
11 AM	<i>hold</i>	6 PM	6:00 PM Dinner & Discussion: Rm 202, 1733 "N" St., NW 690-6641
12 PM	12:00 PM Lunch w/Jack	7 PM	
1 PM	<i>hold</i>	8 PM	
2 PM	<i>hold</i>	9 PM	

April 26, 1994
Tuesday
SAGAWA-DAILY

8 AM		3 PM	3:30 PM Buyout mtg w/ES, GK, SS, JS, LW
9 AM	9:15 AM SENIOR STAFF MTG 9:15 AM (Expanded)	4 PM	4:30 PM Mtg w/Jim S. re: staff positions
10 AM	<i>hold</i>	5 PM	<i>hold</i> <i>Spn Americorps Ldrs Program w/Don + Sarah 1/2</i>
11 AM	11:30 AM Weekly w/Catherine	6 PM	<i>hold</i> <i>530 Don Scott re Misc. issues.</i>
12 PM	12:30	7 PM	
1 PM	Lunch w/Jack 1:30	8 PM	
2 PM	2:00 PM AP interview per Diana (she will brief you)	9 PM	

April 28, 1994
Thursday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM Hold for IG Interviews
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	4:00 PM Intern Party
10 AM	10:00 AM OFFICE HOURS	5 PM	
11 AM	11:30 AM Lunch w/Susan and other daughters	6 PM	
12 PM		7 PM	
1 PM	1:00 PM Sagawa Staff Meeting	8 PM	
2 PM	2:00 PM NCCC Budget Mtg (your office)	9 PM	

April 29, 1994
Friday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM Mtg w/Sherry S.
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	
10 AM		5 PM	
11 AM	11:00 AM Mtg to Discuss NSSC Plans - TEndres, JS, MC <i>(These have been switched)</i>	6 PM	
12 PM	12:00 PM HUD mtg w/JS, Peg, Stroud, Nestor, Sofer, Milton	7 PM	
1 PM	1:00 PM National ID Mtg w/JS, ES,DS, RA	8 PM	
2 PM	2:00 PM LEADERSHIP POOL MTG 2:00 PM Mtg w/Steve Kopel (I have background info)	9 PM	