

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:

Senior Staff Schedules [3]

Stack:

S

Row:

66

Section:

1

Shelf:

9

Position:

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.

March '94

Divider Title: _____

March 1994

SCHEDULE FOR SHIRLEY SAGAWA

	SUNDAY 6	MONDAY 7	TUESDAY 8	WEDNESDAY 9	THURSDAY 10	FRIDAY 11	SATURDAY 12	
7 AM					Pres. Forum			7 AM
9 AM	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG 10:00 AM states mtg	9:15 AM SENIOR STAFF MTG 9:30 AM - 11:30 am All Hands mtg	9:15 AM SENIOR STAFF MTG 10:00 AM 1-on-1 w/Don Scott	9:15 AM SENIOR STAFF MTG 10:30 AM routine personnel mtg PB, TG, JVG, AR	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG	9 AM
11 AM		11:00 AM - 1:00 pm personnel issues mtg per CM, JS		11:00 AM alt personnel mtg - 8th floor conf room		11am mtg w/Jane Marsh 12-1 - mtg w/CM + JS		11 AM
1 PM			1:00 PM meet w/ candidate for Dir of T&A, Roberto Duncan 1:45 PM meet w/ candidate for Dir of T&A, John Evans	1:30 JOHN MARTELLO Jaime Price Michelle Welf (Suzanne) mutz	2:00 PM mtg w/ Phyllis Segal, Joe Swederski, JVG, JS 2:00 B-day	2:00 PM leadership pool - 8th floor conf rm	2:00 SOS mtg to discuss Training & TA issues drop in	1 PM
3 PM		2:00 JVG, SS Sherry Schiller the Shiller center management consultant 3:15 Don Scott Ride a	3:00 PM mtg w/ Emily Schelekoﬀ	3:00 PM weekly w/CM 3:15 PM phone training (FYI)	3:00 PM - weekly w/Lane Marsh	3:30pm - Nick Mann w/JVG - mgst. consult	if you can. see David O'Poreen 8th floor conf. rm. 4:00	3 PM
		3:30-5:00 Leadership pool mission Refining 4:45 - mtg w/Feli + JD	4:00 Mike Kenebeck 4:30 - Chuck Supple	4:30 Mike Berning		5:30 atul Gary		

March 1994

SCHEDULE FOR SHIRLEY SAGAWA

	SUNDAY 6	MONDAY 7	TUESDAY 8	WEDNESDAY 9	THURSDAY 10	FRIDAY 11	SATURDAY 12	
7 AM			RETREAT					7 AM
9 AM	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG <i>Paul States mtg</i>	9:15 AM SENIOR STAFF MTG <i>9:30-11:30 all hands mtg</i>	9:15 AM SENIOR STAFF MTG <i>10am 1-1 w/Don Scott</i>	9:15 AM SENIOR STAFF MTG <i>1030 - Personnel Phyllis Traylor G. JVG routine</i>	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG	9 AM
11 AM	<i>11-12 Personnel Issues SS, JS, CM</i>	12:00 PM RETREAT	<i>11am - End</i>	<i>11am alt. pers. mtg Stu</i>	<i>Personnel (Final copy room)</i>			11 AM
1 PM	<i>10-11 States mtg</i>				2:00 PM mtg w/ Phyllis Segal, Joe Swerderski, JVG, JS			1 PM
3 PM			<i>3pm, Emily Schelberg</i>	<i>3:00 weekly cm mtg</i>	<i>3:00 weekly w/Jane</i>	<i>Leadership Pool 3:00 8th fl.</i>		3 PM
			RETREAT (until noon)	<i>3:15 - PHONE 4:45 TRAINING</i>				

March 1994

SCHEDULE FOR SHIRLEY SAGAWA

	SUNDAY 13	MONDAY 14	TUESDAY 15	WEDNESDAY 16	THURSDAY 17	FRIDAY 18	SATURDAY 19	
7 AM		Jeff Simering 9:15 opp for Lib. School Superior etc.	Hold for management consultant mtg. per JTG	hot between 12:30 + 2:00 (Mike Stadler)	1-3			7 AM
9 AM	9:15 AM SENIOR STAFF MTG 10:30am	9:15 AM SENIOR STAFF MTG Joe Swiderski P. Segal, S.S. Jim Sheibel JTG	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG 10:30 routine pers. mtg PB, JVG, TG, AC	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG	9 AM
11 AM		11:45 P. Segal, SS. JVG, D. Madigan		12:15 Mike Stadler				11 AM
1 PM		1-3pm Eval Task F. mtg. ISPP Briefing of evaluation plan.		Management Consultant				1 PM
3 PM		per T. Thompson 3-5 Cont. Call per Rosa	Sagawa 3:00 3:00			3:00 - 3pm in S. Policy rec on Americorp uniform App per B. Cohen in S.S. office		3 PM
		HOLD 4:00 Atul & Prof Garrity						

March 1994

SCHEDULE FOR SHIRLEY SAGAWA

	SUNDAY 13	MONDAY 14	TUESDAY 15	WEDNESDAY 16	THURSDAY 17	FRIDAY 18	SATURDAY 19	
7 AM			G. White 913/ 864-0523					7 AM
9 AM	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG 9:15 AM GT CTY SCHOOLS speech/Loews L'Enfant Plaza Hotel 10:30 AM mtg w/ P Segal, Scheibel, JVG	9:15 AM SENIOR STAFF MTG 10:00 AM - 12:00 OFFICE HOURS Testimony	9:15 AM SENIOR STAFF MTG Daw - TR - disrupted + DR ST. Comm.	9:15 AM SENIOR STAFF MTG 10:30 AM routine personnel mtg- PB, JVG, AR, TG	9:15 AM SENIOR STAFF MTG CM, DL, SAU/OS DA - Amer Corps App. Dist. 11 - 1/2 w/ Jane	9:15 AM SENIOR STAFF MTG	9 AM
11 AM		11:45 AM mtg w/ P Segal, JVG, Denise Madigan		11:30 AM Weekly w/CM 12:15 PM mtg w/ Mike Stadler management consultant	12:00 12:15	11:30 - lunch w/ Ed CM, me TR, CM staff to prepare for ALL STAFF Briefing on programs regs, & applications.		11 AM
1 PM		1:00 PM to 3pm. Eval Task Force - briefing per T. Thompson	1 out @ 2:30 Glen White 2:45 pm	2:00 Carolyn K VJ + LK 1:30-3:00	1:00 PM Weekly w/Don Scott 2:00 David Rymph Eval Task Force Issues CM Trish	2:00 PM leadership pool mtg		1 PM
3 PM		3:00 PM to 5pm conference call - per CM Training and TA 4:00 PM HOLD Atul Gang Mtg w/CM + DS	3:00 PM Sagawa Expd Staff mtg		3:00 HOLD Julia + PB Suone re: summer intern prog	3:00 PM policy rec. on application Amer Corps uniform per BC/ your ofc 3:00 mtg W/ES, RA, DA Re: NCC Recruitment SW et al. 4:00 sas mtg		3 PM
				4 pm mtg w/Gloria Johnson re: UNCF	4:30-5:30 CM + SS	4:30 C. Kingsley Re: CNCS potential conflicts Sub. H phone call 5:30 Stephan "the Jerk" Tibbs		

Jerk" Tibbs 3/14/1994

March 1994

SCHEDULE FOR SHIRLEY SAGAWA

	SUNDAY 20	MONDAY 21	TUESDAY 22	WEDNESDAY 23	THURSDAY 24	FRIDAY 25	SATURDAY 26	
7 AM				Schedule BC mtg today. + Beth Lorenz				7 AM
9 AM	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG 1000 Regs/App Programs Briefing @ NEA Bldg.	9:15 AM SENIOR STAFF MTG 10AM BC et al AC unit app mtg	9:15 AM SENIOR STAFF MTG 11am. Yasmina	9:15 AM SENIOR STAFF MTG - HULP 10am - mtg inc, AR, 5 st., JVG - speaker series.	9:15 AM SENIOR STAFF MTG	9 AM
11 AM		1000am 1-on-1 w/Eli 1130am Regs Indiv Trmt	1100am 1130 US kids Brown Bag Lunch.		NACCPA 1) child care for participants 2) help w/white Paper for participants 1200 Lunch w/Rick	12:00 LUNCH w/ MR. TR, JVG, SE ME		11 AM
1 PM		1:00 Karish JVG 2:00mi's Task Force mtg. Rm TBA	1:30 1/2 mtg w/JS 2:30 BC AC App mtg			200 Leadership Pool		1 PM
3 PM		300 mtg w/ Gary todisc mls. issues. 400 Leadership JM, AR, KB	3:00 - mtg w/m. Bernstein re status of NCCP proj. range of scope of acct. role w/ org. 4:30 - BC	2:00 mtg. w/ TR, BL re Stafford Loan Forgiveness Dem.				3 PM
		4pm IPR				JVG to Michigan		

Vista mtg

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11/11/2011
to: [unclear]
[unclear]

March 1994

Schedule for Shirley Sagawa

	SUNDAY 20	MONDAY 21	TUESDAY 22	WEDNESDAY 23	THURSDAY 24	FRIDAY 25	SATURDAY 26	
7 AM								7 AM
9 AM		9:15 AM SENIOR STAFF MTG 10:00 AM one-on-one w/Eli	9:15 AM SENIOR STAFF MTG 10:00 AM to 11am regs/apps/programs All HQ briefing @ NEA 11:15 5min w/Tracy	9:15 AM SENIOR STAFF MTG 10:30 - 1/2 hr w/Jane. re: PC detailees 11-12 mtg w/cm	9:15 AM SENIOR STAFF MTG 10-11 PC - RE: AC unit app. DA, CM, DS, DL	9:15 AM SENIOR STAFF MTG 10am Nancy Yoss 11am		9 AM
11 AM		11:30 AM Indian Trty Rm - regs briefing	12:30 PM U.S. Kids brown bag lunch	12 HUNGER	11:00 AM mtg w/ Yasmina V. re: chldcare 4 participt-white ppr 12 lunch w/MC, JVG, DM, ST			11 AM
1 PM		1:00 PM mtg w/ Kari and JVG re: MIS stuff 2:00 PM MIS task force mtg	1:30 Jim (2pm Mtg) w/me	2:00 PM mtg w/ Trish T., Beth Lorenz re: Staffid Loan Forgiv	1pm SPFF mtg w/JVG, MC, AR, Arnold 2pm merger mtg JS, PB, SS, JVG, BA.	2:00 - Ldr - Shop Pool		1 PM
3 PM		3:00 PM mtg w/ Gary to disc MIS issues 4:00 PM leadership pool issues mtg w/JM, AR, KBeury 4:30 PM return phone calls Kate 139	3:00 PM mtg w/ Mike B. re: status of NCCC projects & more 4:30 PM mtg w/ Bruce C. 5pm Cameron Hami 3280168	3pm RA, TR, Lkontos, CS, NR 4:30 JVG, D.	Office hours Sagawa	3:00 mtg w/RA		3 PM
		5:30 PM desk time 6:30 PM pick up Jack		5:00 1-on-1 w/ DScott	lunch w/riek			

March 1994

Schedule for Shirley Sagawa

	SUNDAY 20	MONDAY 21	TUESDAY 22	WEDNESDAY 23	THURSDAY 24	FRIDAY 25	SATURDAY 26	
7 AM								7 AM
9 AM	9:15 AM SENIOR STAFF MTG	9:15 AM SENIOR STAFF MTG 10:00 AM one-on-one w/Eli	9:15 AM SENIOR STAFF MTG 10:00 AM to 11am regs/apps/programs All HQ briefing @ NEA	9:15 AM SENIOR STAFF MTG 10:30 AM 1/2hr w/Jane M. re: PC detailees	9:15 AM SENIOR STAFF MTG 10:00 AM mtg w/ BC,DA,CM,DL, DS re AC uniform application	9:15 AM SENIOR STAFF MTG 10:00 AM mtg w/ Nancy Voss 11 AM - mtg w/ Diana A. 1130 - JM	9:15 AM SENIOR STAFF MTG 930 - mtg w/ Paul Diamond	9 AM
11 AM		11:30 AM Indian Trty Rm - regs briefing	12:30 PM U.S. Kids brown bag lunch	11:00 AM weekly w/CM 12:00 PM Hunger Awareness presentation- 10th fl conf rm	11:00 AM mtg w/ Yasmina V. re: chldcare 4 particip-white ppr 12:00 PM wkg lunch w/MC, JVG, JVG,DM,ST	12:00 PM lunch w/MC, JVG, DM, ST Smirn w/ Meg Maguire	Here	11 AM
1 PM		1:00 PM mtg w/ Kari and JVG re: MIS stuff 2:00 PM MIS task force mtg	2:00 PM meet w/ me	1:00 PM budget mtg w/GK,DS, JVG,KBlanks 2:00 PM mtg w/ Fish T., Beth Lorenz re: Staffd Loan Forgiv TR	Pre-Hud mtg w/ES,JS or CU 2:00 PM JVG,JS,Pb,WA re: merger	2:00 PM Leadership Pool mtg 8th floor		1 PM
3 PM		3:00 PM mtg w/ Gary to disc MIS issues 4:00 PM leadership pool issues mtg w/JM, AR,KBeury 4:30 PM return phone calls	3:00 PM mtg w/ Mike B. re: status of NCCC projects & more 4:30 PM mtg w/ Bruce C.	3:30 PM mtg w/ RA,TR,LK,CS, NR re:n-p org for pub/pvt partnr 4:00 PM RETURN ALL PHONE CALLS	3:00 PM OFFICE HOURS 3 - 5 pm	3:00 PM 1-on-1 w/RA		3 PM
		5:30 PM desk time 6:30 PM pick up Jack	5:00 PM mtg w/ Cameron Hamill	5:00 PM 1-on-1 w/Don Scott 6:00 PM DESK TIME	430 - Eli, SS, JS - post Action Strategy 5pm Pre-brief on teen pregnancy w/mc, + Eban	430 - Kate & Rusty for Y&B update		

SHIRLEY SAGAWA

MARCH 1994

~~Monday 28 FEB 1:00 - 3:00 Phyllis Segal, CM, MC HOLD~~

Tuesday, March 1

~~HOLD 2-4 JS, SS → Phyllis Segal~~
Wednesday, March 2

Thursday, March 3

9:00 Sr. Stapp
10:30 am - Personnel w/ Sr. Stapp & Ruth Lee
11:00 am - Wendy Kopp - TEACH FOR AMERICA

Friday, March 4

~~HOLD 2-4 → JS, SS - Phyllis~~
~~1-3 Phyllis Segal, CM, MC HOLD~~

Monday, March 7

12:00

HOLD Retreat,

~~HOLD 2-4 JS, SS, Phyllis Segal~~

Tuesday, March 8

12:00

Wednesday, March 9

Thursday, March 10

~~man~~ Phyllis Segal 2-4 - Here-C

Friday, March 11

Monday, March 14

Tuesday, March 15

Wednesday, March 16

Thursday, March 17

Friday, March 18

Monday, March 21

Tuesday, March 22

Wednesday, March 23

Thursday, March 24

Friday, March 25

Monday, March 28

Tuesday, March 29

Wednesday, March 30

Thursday, March 31

March 14, 1994
Monday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM to 5pm conference call - per CM Training and TA
9 AM	9:15 AM SENIOR STAFF MTG 9:15 AM GT CTY SCHOOLS speech/Loews L'Enfant Plaza Hotel	4 PM	4:00 PM HOLD: Atul Garg mty w/ Don Scott & CM re: memo. 5:00
10 AM	10:30 AM mtg w/P Segal, Scheibel, JVG	5 PM	5:00 - phone call w/ Glen White
11 AM	11:45 AM mtg w/P Segal, JVG, Denise Madigan	6 PM	
12 PM		7 PM	
1 PM	1:00 PM to 3pm. Eval Task Force - briefing per T. Thompson	8 PM	
2 PM		9 PM	

March 15, 1994
Tuesday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM Sagawa Expd Staff mtg
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	4:00 PM desk time
10 AM	10:00 AM - 12:00 Eli's Hearing	5 PM	5:00 PM desk time
11 AM		6 PM	
12 PM		7 PM	
1 PM	Call Yasmina Vinci @ 1:30	8 PM	
2 PM	2:45 PM phone call from Glen White	9 PM	

March 17, 1994
Thursday
SAGAWA-DAILY *300*

8 AM		3:00 PM mtg w/jina and phyllis re: summer intern progs Regional Directors mtg
9 AM	9:15 AM SENIOR STAFF MTG	4:30 PM weekly w/cm
10 AM	10:30 AM routine personnel mtg-PB, JVG, AR, TG	5:30 mtg w/Jina + PB re: Summer intern stuff
11 AM		
12 PM		
1 PM	1:00 PM Weekly w/Don Scott	
2 PM	2:00 PM mtg w/David Rymph, CM, Trish re: eval. task force	

March 18, 1994
Friday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM mtg w/ES,RA,DA, SW, re NCCC recrtmt
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	4:30 PM phone call w/Carol Kingsley re conflicts & subtl H
10 AM	10:00 AM mtg w/bruce on gen recrtmt issues 10:40 - DAVID RYMPH	5 PM	5:00 PM regs celebration 5:30 PM mtg w/S. Tibbs
11 AM	11:00 AM mtg w/Jane Marsh 11:30 AM pre: regs mtg w/CM, MC, TR, and CM staff	6 PM	
12 PM		7 PM	
1 PM	1:00 PM lunch w/Jack	8 PM	
2 PM	2:00 PM leadership pool mtg	9 PM	

March 21, 1994
Monday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM mtg w/Gary to disc MIS issues
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	4:00 PM leadership pool issues mtg w/JM,AR,KBeury 4:30 PM return phone calls
10 AM	10:00 AM one-on-one w/Eli	5 PM	5:30 PM desk time
11 AM	11:30 AM Indian Trty Rm - regs briefing	6 PM	6:30 PM pick up Jack
12 PM		7 PM	
1 PM	1:00 PM mtg w/Kari and JVG re: MIS stuff	8 PM	
2 PM	2:00 PM MIS task force mtg	9 PM	

March 22, 1994
Tuesday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM mtg w/Mike B. re: status of NCCC projects & more
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	4:30 PM mtg w/Bruce C.
10 AM	10:00 AM to 11am regs/apps/programs All HQ briefing @ NEA	5 PM	5:00 PM mtg w/Cameron Hamill
11 AM		6 PM	
12 PM	12:30 PM U.S. Kids brown bag lunch	7 PM	
1 PM		8 PM	
2 PM	2:00 PM meet w/me	9 PM	

March 23, 1994
Wednesday
SAGAWA-DAILY

8 AM		3 PM	3:30 PM mtg w/RA,TR,LK,CS,NR re:n-p org for pub\ pvt partnr
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	4:00 PM RETURN ALL PHONE CALLS
10 AM	10:30 AM 1/2hr w/Jane M. re: PC detailees	5 PM	5:00 PM 1-on-1 w/Don Scott
11 AM	11:00 AM weekly w/CM	6 PM	6:00 PM DESK TIME
12 PM	12:00 PM Hunger Awareness presentation-10th fl conf rm <i>1pm</i>	7 PM	
1 PM	1:00 PM budget mtg w/GK,DS,JVG,KBlanks	8 PM	
2 PM	2:00 PM mtg w/ Trish T , Beth Lorenz re: Staffd Loan Forgiv	9 PM	

March 24, 1994
Thursday
 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 mtg w/BC,DA,CM,DL,DS re AC uniform application	5 PM	5:00 PM pre-briefing mtg w/MC, Susan re:teen preg mtg w/PD
11 AM	11:00 AM mtg w/Yasmina V. re:chldcare 4 particip- white ppr	6 PM	
12 PM	12:00 PM wkg lunch w/MC,JVG,DM,ST	7 PM	
1 PM	1:00 PM pre-HUD mtg w/ES, JS, CM	8 PM	
2 PM	2:00 PM mtg w/JVG,JS,PB,DA re: merger	9 PM	

March 25, 1994
Friday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM 1-on-1 w/RA
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	4:30 PM mtg w/Kate and Rusty re YSB update
10 AM	10:00 AM mtg w/Nancy Voss	5 PM	<i>mtg w/ Judy D + Gene</i> 5:30 - Desk Time
11 AM	11:00 AM mtg w/Diana A. <i>11:30 Jane Marsie</i>	6 PM	Return calls
12 PM	<i>lunch w/ Jack</i>	7 PM	
1 PM	1:55 PM shake hands w/Meg Maguire Sr. Prog Officer candidt	8 PM	
2 PM	2:00 PM Leadership Pool mtg	9 PM	

Janet in Michigan @ (313) 677-1517

March 28, 1994
Monday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM mtg w/David Leiderman re:CWLA conference
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	4:00 PM mtg w/Eli re: foundations
10 AM	10:00 AM mtg w/Larry Wilson	5 PM	5:00 PM DESK TIME
11 AM	11:00 AM Launch mtg w/ES, DA, MBH,RA,NR	6 PM	6:00 PM Mtg w/JVG, ST,me
12 PM	12:00 PM return phone calls	7 PM	
1 PM	1:00 PM Lunch w/Rich Lee	8 PM	
2 PM	2:00 PM Savings Bonds intro mtg - you may arrive late	9 PM	

March 29, 1994
Tuesday
SAGAWA-DAILY

8 AM	8:00 AM LEADERSHIP CORPS RETREAT -- ALL DAY	3 PM	
9 AM	9:15 AM SENIOR STAFF MTG 9:15 AM Expanded Sr. Staff mtg (OIG briefing)	4 PM	
10 AM		5 PM	
11 AM		6 PM	
12 PM		7 PM	
1 PM	1:00 PM to 3pm mtg w/Kellogg Foundation reps Eli's conf rm	8 PM	
2 PM		9 PM	

March 30, 1994
Wednesday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM VISTA mtg w/ES,MC,DL,CM
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	4:00 PM 1-on-1 w/Eli
10 AM	10:00 AM mtg w/MC, Tony Perez(NASCC)&staff per MC ES confm	5 PM	5:00 PM weekly w/Don Scott and RA
11 AM	11:00 AM to 1pm Final SOS Review	6 PM	
12 PM		7 PM	
1 PM	1:00 PM Merger mtg w/GK,JS,PB,JVG,RA,DA	8 PM	
2 PM	2:00 PM DESK TIME	9 PM	

March 31, 1994
Thursday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM Budget Briefing - ES, GK, DS
9 AM	9:15 AM SENIOR STAFF MTG	4 PM	4:00 PM mtg w/Sherri Schiller, JVG
10 AM	10:00 AM mtg w/BC,JS,P. Booker re: VISTA as part of AmeriCo - Larry Wilson Smith	5 PM	5:00 PM 1/2 hr w/Lane Recruitment mtg SOS
11 AM	11:00 AM Sagawa Staff mtg	6 PM	
12 PM	12:00 PM Lunch w/Denise Madigan	7 PM	
1 PM	1:30 Nancy Voss - mediation	8 PM	
2 PM	2:00 PM mtg re: VISTA under AC umbrella	9 PM	

FEBRUARY 1994

February 1994

SCHEDULE FOR SHIRLEY SAGAWA

	MONDAY 21	TUESDAY 22	WEDNESDAY 23	THURSDAY 24	FRIDAY 25	SATURDAY 26	SUNDAY 27	
7 AM	scribble				Michael C out NGA mtg in RM		- mar 1	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 10:00 AM Nat'l Assoc of Child Care conference 11:00 HOLD			9 AM
11 AM	scribble 12:00 FILING	10-12 office HOURS	10:00am HOLD PHYLLIS Jim 10:00 MC & Manag mt consult.	10:30-11:30 T/TA Finas mtgs.	HOLD 12:30 PM Lunch w/Jack Elaine Zimmerman			11 AM
1 PM	scribble pay		11-12 WEDS Cath. begin March 1	1:00 PM Lunch w/Rick	HOLD NO for Eli re: VISTA HOLD 2:00-4 Phyllis, Cath SS, MC,			1 PM
3 PM	scribble	Angela Duran 3-5 HOLD Humphrey Maggie - Melinda - list 3:30 trial						3 PM
	scribble	Eli out this week	5:30 TA 4:30 - 5:30 w/Cath.	5:30 - 6:30 town				

230 pm SOS pub safety

Rm 450 CEOB

2 HRS

February 1994

SCHEDULE FOR SHIRLEY SAGAWA

	SUNDAY 20	MONDAY 21	TUESDAY 22	WEDNESDAY 23	THURSDAY 24	FRIDAY 25	SATURDAY 26	
7 AM					JANET out 1-6 Doing mpt House stuff			7 AM
9 AM	9:15 AM Senior Staff Mtg	9:15 AM Senior Staff Mtg	9:15 AM Senior Staff Mtg 10:00 AM - 12:00 Office Hours	9:15 AM Senior Staff Mtg 10:00 AM mtg w/ Michael C, and management consultant	9:15 AM Senior Staff Mtg 10:30 TA Final mtg.	9:15 AM Senior Staff Mtg 10:00 AM Nat'l Assoc of Child Care conference	9:15 AM Senior Staff Mtg	9 AM
11 AM		12:00 PM FILING DAY		11:00 AM weekly mtg w/Catherine	11am HOLD S.S. James M. Ga. Soensen U of MD pel Stroup Eli's conf	12:30 PM Lunch w/Lack 12-1 Lunch w/Eli SOS team		11 AM
1 PM				1:00 HOLD mtg. w/GA SOPER	1:00 PM Lunch w/Rick 2:00 Leadership Pool	2:00 PM HOLD - mtg w/Eli re: VISTA per MC How Vista fits into Americorps	2:30 Recruitment for blanchis Phyllis & miriam.	1 PM
3 PM			w/cm 3:30 - overlap resp.	3:30 Final T/A Funding mtg - Cam, LN, MK, WF 4:30 - wkly w/cm	3:30 Kate Interview common elem. of past oricut 4 train. CPR Dispute Resolution	HOLD 4:30 Elaine Zimmerman		3 PM
				5:30	4:30 - MC & management consultant	5:30 Terry needs to see you about an urgent matter		

* Eli out of town until 2/25.

MICHAEL C. leaves town 26 Feb - 9 March

2/17/1994

February 1994

SCHEDULE FOR SHIRLEY SAGAWA

	MONDAY 14	TUESDAY 15	WEDNESDAY 16	THURSDAY 17	FRIDAY 18	SATURDAY 19	SUNDAY 20	
7 AM	8:30 1 11:00 am Focus Group Child Care			X				7 AM
9 AM	9:15 AM Senior Staff Mtg <i>(circled)</i>	9:15 AM Senior Staff Mtg 10:00 AM One-on-one w/Eli, Judy Denny Re: you know about the 1030 fund Eli	9:15 AM Senior Staff Mtg 10:00 AM One-on-one w/Gen-Scott David O'Brien approval Re: you know about the 1030 fund Eli Admins. funds	9:15 AM Senior Staff Mtg 10:00 am Sue Casper Re: org issues needs you to brief Connnet.	9:15 AM Senior Staff Mtg 10 am mtg Ann Cahill Re: WH Priority Candidates. Eli's office.			9 AM
11 AM	11:30 11:50 11:50 Depart with w/EC. 12:00 lunch	11:30- JVG, UK Management consultant	10:30-11:30 10:30-11:30 CM, SS MC, PS Eli* Church 12:00	X	11:00 AM Appt. w/Dr. Kesselman 12:00 lunch w/ricc			11 AM
1 PM	1:30 Dr. McGill 3:00 MIS Taskforce mtg.	HOLD 1:30 PS, CM MC	X219 to discuss. Private sec Cante work	1:00 PM Lunch w/Rick. MIS Program mtg (book conf rm) - 2:30	X	1:00 805 mtg brown bag	1:00 Eli lunch	1 PM
3 PM	3:00 8th floor Conf Primary session 4-5:30	3:00 Eli, Rick C	3:00 3:30-4:00 CM	8th floor Conf X	X	3:00 3:00 mtg Child care Benefits		3 PM
HOLD	15:00 MC	3:30 Barbara Agresti 15 min. 4: Nancy Rubin	4:30 Eli - State ISS 5:30 Jane Leadership pool.	BOYSB Briefing X	X			

FILE

February 1994

SCHEDULE FOR SHIRLEY SAGAWA

	MONDAY 7	TUESDAY 8	WEDNESDAY 9	THURSDAY 10	FRIDAY 11	SATURDAY 12	SUNDAY 13	
7 AM					8:00 AM White House Breakfast			7 AM
9 AM	9:15 AM Senior Staff Mtg	9:15 AM Senior Staff Mtg 10:00 AM One-on-one w/ Eli 10:30 AM AIDS Briefing per Susan Stroud (6th fl conf rm)	9:15 AM Senior Staff Mtg	9:15 AM Senior Staff Mtg 10:30 AM 1st Private Sector Cmte mtg per Chuck S./8 fl conf	9:15 AM Senior Staff Mtg 10:00 AM End of Comment Period/per Catherine			9 AM
11 AM		11:30 AM lunch w/Jack	11:00 AM Recruitment mtg (10th flr conf rm) 12:30 PM lunch w/Janet	12:00 PM Mtg w/ Eli - sandwiches provided	11:00 AM End of Comment Period/per Catherine 12:00 PM Mtg w/ JVG,RA,CM,JS, GK,NR,etc.-alt personnel sys			11 AM
1 PM		1:00 PM phone and desk time 2:30 PM meet w/ Janet	1:30 PM End of Comment Period per Catherine 2:30 PM End of Comment Period per Catherine	1:30 PM Mtg w/ Jack	1:00 PM lunch w/Jack			1 PM
3 PM		3:30 PM conference call w/GB, Inc. 4:30 PM Discussion re: files and calendars	3:30 PM End of Comment Period per Catherine 4:30 PM End of Comment Period per Catherine	3:00 PM Mtg w/ Susan and Catherine-overlap responsibilities 4:30 PM Return phone calls	3:00 PM Brief Gen Scott on regs (w/Rick) your office 4:00 PM One-on-one w/Gen Scott 4:30 PM End of Comment period			3 PM
		5:30 PM mtg re: USA Kids budget	5:30 PM End of Comment Period per Catherine 6:30 PM Reception - Dept of Commerce/ Asian-Pacific apptees	6:00 PM Meet w/ me	5:30 PM Important desk time			

February 1994

SCHEDULE FOR SHIRLEY SAGAWA

	MONDAY 7	TUESDAY 8	WEDNESDAY 9	THURSDAY 10	FRIDAY 11	SATURDAY 12	SUNDAY 13	
7 AM					8:00 AM White House Breakfast			7 AM
9 AM	9:15 AM Senior Staff Mtg	9:15 AM Senior Staff Mtg 10:00 AM One-on-one w/ Eli 10:30 AM AIDS Briefing per Susan Stroud (6th fl conf rm)	9:15 AM Senior Staff Mtg	9:15 AM Senior Staff Mtg 10:30 AM 1st Private Sector Cmte mtg per Chuck S./S fl conf	9:15 AM Senior Staff Mtg 10:00 AM End of Comment Period/per Catherine			9 AM
11 AM		11:30 AM lunch w/Jack	11:00 AM Recruitment mtg (10th flr conf rm) 12:30 PM lunch w/Janet	12:00 PM Mtg w/ Eli - sandwiches provided	11:00 AM End of Comment Period/per Catherine 12:00 PM Mtg w/ JVG,RA,CM,JS, GK,NR,etc.-alt personnel sys			11 AM
1 PM		1:00 PM phone and desk time 2:30 PM meet w/ Janet	1:30 PM End of Comment Period per Catherine 2:30 PM End of Comment Period per Catherine	1:30 PM Mtg w/ Jack	1:00 PM lunch w/Jack			1 PM
3 PM		3:30 PM conference call w/GB, Inc. 4:30 PM Discussion re: files and calendars	3:30 PM End of Comment Period per Catherine 4:30 PM End of Comment Period per Catherine	3:00 PM Mtg w/ Susan and Catherine-overlap responsibilities 4:30 PM Return phone calls	3:00 PM Brief Gen Scott on regs (w/Rick) your office 4:00 PM One-on-one w/Gen Scott 4:30 PM End of Comment period			3 PM
		5:30 PM mtg re: USA Kids budget	5:30 PM End of Comment Period per Catherine 6:30 PM Reception - Dept of Commerce/ Asian-Pacific apptees	6:00 PM Meet w/ me	5:30 PM Important desk time			

January-February 1994

SCHEDULE FOR SHIRLEY SAGAWA

	MONDAY 31	TUESDAY 1	WEDNESDAY 2	THURSDAY 3	FRIDAY 4	SATURDAY 5	SUNDAY 6	
7 AM								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 AM
11 AM								11 AM
1 PM								1 PM
3 PM								3 PM

Wednesday, Feb 23

Thursday, Feb 24 - Smith Leadership Program at Smith ^H PMA.

Friday, Feb 25

10:00 -11:45am HOLD FOR NAT'L ASSOC OF CHILD CARE RESOURCE
& REFERRAL AGENCIES (AGENDA TO FOLLOW)
(Yasmina S. Vinci, Exec Dir 202/393-5501)
ANA Hotel, DC Contact Mary Croppa
see attached info in book.

Monday, Feb 28

February 7, 1994

Monday

SCHEDULE SHIRLEY SAGAWA

8 AM		3 PM	3:00 PM SOS mtg (10th floor conference rm)
9 AM	9:15 AM senior staff meeting	4 PM	4:30 PM mtg w/ janet DIANA A.
10 AM	10:00 AM ACTION staff mtg (6th floor conf rm) Eli + Gen Scott	5 PM	5:30 PM desk and phone time 5:15pm int w/ Jeff Weiss your office
11 AM	11:00 AM meet w/me	6 PM	
12 PM	12:00 PM mtg w/eli and jim scheibel	7 PM	
1 PM	1:00 PM mtg w/jack	8 PM	
2 PM	2:00 PM minority outreach mtg per melinda h. (your office)	9 PM	

2 questions - Sarah Whitman

SHIRLEY'S SCHEDULE UPDATE

(2/4/94)

February 4, 1994

OUT TODAY: MICHAEL C., SUSAN S., DIANA A.

9:15 am -- Sr. Staff Mtg (10th floor)

10:30-10:50 Phone conference w/Steve Waldman for Newsweek Re:
regs -- diversity, numbers, etc.

10:50 Five minutes w/Jane Marsh

11:00 am-1:00pm Mtg w/Richard Murphy, NY Youth Commissioner, w/Eli,
Catherine (Peter Edelman?)

1:15 Jane Marsh

1:30-2:30 Lunch w/ Jack

3:00-3:45 Meet w/me Catherine

4:00-4:30 Interview--David O'Brian, SOS Dir. (sit in if you
have time)

5:00-9:00pm CORPORATION PARTY AT NAVAL YARD

Sunday, February 6, 1994

4-6pm The Reponsive Community 4th B-day Celebration
2700 Vermont Avenue, NW 202/994-8190

GIVE S.S.
INVITE

SHIRLEY'S SCHEDULE UPDATE

(2/3/94)

Thursday, February 3, 1994

- 8:30 am -- Mtg w/Eli, Jim Joseph, Susan Stroud, Chuck Supple,
and Jim Schiebel
- 9:15 am -- Sr Staff Mtg (10th floor)
- 10:00 am-- Rich Lee
- 10:45 am-- Rusty (You know what this is about)
- 11:00 am-- Mike Kenefick
- 11:45 am-- Interview Stan Stewart - Dir. of Natl Service
Programs
- 12:00pm-- Meet with Catherine and Eli (Re: SOS interviews?)
- 1:00-2:00 Lunch with Rick
- 2:30-3:00 Meet w/me
- ~~3:30 Interview w/ Hank Oltman - SOS DIR. (Sit in if you
have time)~~
- 3:30 Meet w/Alfred for 15 minutes prior to mtg w/ Eli &
Gary Christopherson re: schedule c positions
- 4:00-5:00 Mtg w/ Eli, Alfred, Gary Christopherson

Thursday, February 10, 1994

JANET OUT ALL DAY AT SCHEDULE C TRAINING

9:15 am-- Sr Staff (10th fl)

(10:30 am - ~~HOLD~~ - CHUCK S. 1st mtg of Private Sector com. 8th fl.
1/2 hr - but you may stay for entire mtg (1 1/2 hr)
lunch w/rick Eli → will bring lunch
Robert, Susan, Catherine w/MT (HOLD)
~~MIS/Program mtg~~

3:00pm-4:00pm Mtg with Susan & Catherine re: overlapping responsibilities -- your office?

Conf Room 1

Friday, February 11, 1994

8:00 am -- White House breakfast

9:15 am -- Sr Staff (10th floor conf rm)

HOLD End of comment period per Catherine

Can I schedule
2/11 12-1 pm
for mtg w/SVL, RA
FM, DS, SS, GK, NR,
PB Re: alt Pers. Sys

3:00 - 4:00 Brief Gen
Scott on Reg.
w/Rick A.
Sunday's 086
One on
One w/Gen
Scott

EXTRA

SHIRLEY'S SCHEDULE UPDATE

(2/4/94)

February 4, 1994

OUT TODAY: MICHAEL C., SUSAN S., DIANA A.
9:15 am -- Sr. Staff Mtg (10th floor)
10:30-10:50 Phone conference w/Steve Waldman for Newsweek Re:
regs -- diversity, numbers, etc.
10:50 Five minutes w/Jane Marsh
11:00 am-1:00pm Mtg w/Richard Murphy, NY Youth Commissioner, w/Eli,
Catherine (Peter Edelman?)
1:30-2:30 Lunch w/ Jack
3:00-3:45 Meet w/me
4:00-4:30 Interview--David O'Brian, SOS Dir. (sit in if you
have time)
5:00-9:00pm CORPORATION PARTY AT NAVAL YARD

Sunday, February 6, 1994

4-6pm The Reponsive Community 4th B-day Celebration
2700 Vermont Avenue, NW 202/994-8190

Mtg w/ Eli, Rick
+ G. Christopherson
Feb 3. No Time
waiting for res.
from N.B.
11-12 ~~4-5~~
4-5 C

CHUCK SUPPLE
FEB 7
1HK Sometime
b/n 2 + 5
Re: Council on
Foundations.
Wait for conf.
from G.S.

Call Colette
or Rosa
re: 2/10 mtg
3:00C

Thursday, Feb 3

~~HOLD ALL DAY~~

~~(4-12) Hold (continued)~~
4-5 w/ Eli's, Gary Christopherson
lunch - Rick

Friday, Feb 4

HOLD ALL DAY

11am-1pm -- Mtg w/ Richard Murphy, NY Youth Commissioner w/
Eli, Catherine (Peter Edelman?)

5pm-9pm CORPORATION PARTY AT NAVY YARD

SUNDAY, FEBRUARY 6, 1994

4-6PM The Responsive Community 4th B-day celebration
2700 Virginia Avenue, N.W. 202-994-8190

Monday, Feb 7

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)

~~Jason Stern + Jim Johnson~~
2850

10:00 a.m. -- ACTION Staff (6th Fl Conf Rm)

12:00 a.m. - 1:00 Rick/Gen Scott

Tuesday, Feb 8

9:15 a.m. -- CORPORATION SENIOR STAFF (10th floor)

10 am - one-on one w/ Eli

10:30am -- AIDS briefing for staff per Susan Stroud

Wednesday, Feb 9

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)

10 am - one on one w/ General Scott

HOLD -- end of comment period (per Catherine)

New Recruitment

6:30pm -- Reception honoring Asian Pacific American
Political Appointees, Dept. of Commerce Dining
Room (\$10 donation inc. dinner & bar) 482-4772

Thursday, Feb. 10

Janet out all day - Sched. Rec. Training

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)

3:00 1:00 - 4:00 for Susan + Catherine - overlap, resp.

Friday, Feb 11

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)

HOLD -- end of comment period (per Catherine)

SHIRLEY'S SCHEDULE UPDATE

(2/2/94)

Wednesday, February 2, 1994

9:00 am -- Sr. Staff mtg (10th floor)

10:00 am -- One-on-One w/ General Scott

1:00-2:00pm -- Prep mtg for Donna Shalala w/Susan

2:00pm -- MIS briefing w/Gary K., Carolyn K., Larry K., & JVG

3:30-4:30pm Susan Stroud - HHS

5:00pm Mtg w/ Jane Marsh re: Leadership Pool (Kate F. will sit in while you meet with Eli and MWE)

5:15-5:45pm Mtg w/ Eli and Marion Edelman

Thursday, February 3, 1994

8:30 am -- Mtg w/Eli, Jim Joseph, Susan Stroud, Chuck Supple, and Jim Schiebel

9:15 am -- Sr Staff Mtg (10th floor)

10:00 am - RICH LEE
10:45am Rusty (8256) ~~mtg~~
lunch w/Rick
11am Mike Kenefick

11:45 ~~12:00~~ Hold ^{interview} Stan Stewart - ~~SOS~~ Direct of Natl Serv. Programs
(3-3:30) ~~Hold~~ ^{with Eli} Interview Hank Altman SOS Director

4:00-5:00pm Mtg w/Eli, Alfred, Gary Christopherson

~~5:00 Catherine + Eli~~

Friday, February 4, 1994

9:15 am -- Sr. Staff Mtg (10th floor)

10:30-10:50 - phone conference w/ Steve Waldman for Newsweek re: Diversity numbers 10:50 Jane Marsh
11:00 am-1:00pm Mtg w/Richard Murphy, NY Youth Commissioner, w/Eli, Catherine (Peter Edelman?)

(4:00-4:30) Hold interview David Opswain SOS Director
5:00-9:00pm CORPORATION PARTY AT NAVAL YARD

Tuesday, Feb 1

9:15 a.m. -- CORPORATION SENIOR Staff (10th Fl Conf Rm)
10am One on one w/ Eli
11:00-12noon Recruitment Mtg (10th Fl Conf Rm)
1pm-1:30pm Harvard Grad Students w/Trish Thompson(15 minutes)
1:30-2:30pm Mtg w/ Jack
3:00-4:00pm NACCRA meeting w/ Sarah Nordman & Yasmina Vinci
4:30-6:00pm ~~Meeting w/ Phil Caplan~~ Jenny goodbye mtg

Wednesday, Feb 2

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
10am -- One on One w/ General Scott (his office)
11:00-12noon Hold Susan Stroud ~~HHS~~ HHS.
1-2pm -- ~~Mtg at WHHS~~ Shalala prep-mtg. w/ Eli Susan
2:00pm MIS Briefing w/ Gary K, Carolyn K, Larry K & JVG
3:30-4:30pm ~~Hold Susan Stroud HHS.~~
5:00pm Mtg with Jane Marsh

Thursday, Feb 3

HOLD

Friday, Feb 4

HOLD

11am-1pm -- Mtg w/ Richard Murphy, NY Youth Commissioner w/
Eli, Catherine (Peter Edelman?)
5pm-9pm CORPORATION PARTY AT NAVY YARD

SUNDAY, FEBRUARY 6, 1994

4-6PM The Responsive Community 4th B-day celebration
2700 Virginia Avenue, N.W. 202-994-8190

Shirley —

8:30

I need 5 minutes

re: child care

provision policy -

We are finalizing a
policy for NCCC & ✓

I want to find
base with the expert!

May Silva
NCCC
x140

Monday, Jan 31 DINI'S FIRST DAY!!!!

- 9:15 a.m. -- Sr. Staff (10th Fl Conf Rm)
Discuss agenda for Tuesday's staff mtg.
- 10:30 a.m. -- Info Interview w/ Jennifer Rust, DC Service Corps
(301-229-4552)
- 11am-12pm -- Meet and lunch with Dini, JVG & Stephan

HOLD

1:30-5:30 Confirmation meeting w/ Minority Staff/Counsel w/ Jim Scheibel & Jim Joseph, Hart Senate Office Building Room 835 (Also Sen. Pell, Evans, per Nora Manning (xt 247) *Mt w Sen. Dodel after Sen. Pell. 4pm. 530 CATAGeme*

Tuesday, Feb 1

- 9:15 a.m. -- CORPORATION SENIOR Staff (10th Fl Conf Rm)
- 10am One on one w/ Eli
- 11:00-12noon Recruitment Mtg (10th floor conference room)
12:15 Smin w/ Mary Silva
- 1pm-1:30pm Harvard Grad Students w/Trish Thompson(15 minutes)
- 1:30-2:30pm (Mtg w/ Jack) *2:00 Mtg per ~~St~~ Natalie (Eli's request) RE: FOUNDATIONS*
- 3:00-4:00pm NACCRRRA meeting w/ Sarah Nordman & Yasmina Vinci
4:15 w/ Sarah - Ec. Recruitment & CHHDCARE (URGENT)
- 4:00-6:00pm JENNY SAGAWA'S GOOD BYE PARTY *6:00 Sarah 410 448-5434*

Wednesday, Feb 2

- 9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
- 10am -- One on One w/ General Scott (his office)
- 11:00-12noon ~~Hold Susan Stroud HHS~~
- 1-2pm -- Prep Meeting for Donna Shalala w/ Susan
- 2:00pm MIS Briefing w/ Gary K, Carolyn K, Larry K & JVG
- 3:30-4:30pm ~~Hold Susan Stroud HHS (if not at 11am)~~
- 5:00pm Mtg with Jane Marsh, Leadership Pool *Kate will sit in (which is meeting?) in S.S. office*
- 5:15-6:45 - 5:45 Mtg w/Eli & Marian Edelman*

February 8, 1994

Tuesday

SCHEDULE SHIRLEY SAGAWA

8 AM		3 PM	3:30 PM conference call w/GB, Inc.re:Jackson Collegefund
9 AM	9:15 AM Senior Staff Mtg	4 PM	4:30 PM Meet w/me 4:50 PM meet White House car downstairs
10 AM	10:00 AM One-on-one w/ Eli 10:30 AM AIDS Briefing per Susan Stroud (6th fl conf rm)	5 PM	5:00 PM Mtg w/Ray Chambers-1331 Penn Ave. "Treasury" room <i>Mtg w/ Eli</i>
11 AM	11:30 AM lunch w/Jack	6 PM	6:00 PM Mtg w/Ray Chambers-1331 Penn Ave. "Treasury" room
12 PM	12:30 PM discuss file system w/me	7 PM	7:00 PM Mtg w/Ray Chambers-1331 Penn Ave. "Treasury" room
1 PM	1:00 PM Brief mtg w/Kate Frucher (personal) <i>1:15 no Sabu</i>	8 PM	8:00 PM Mtg w/Ray Chambers-1331 Penn Ave. "Treasury" room
2 PM	2:30 PM Meet w/Eli to prepare for R. Chambers mtg	9 PM	

February 9, 1994
Wednesday
SCHEDULE SHIRLEY SAGAWA

8 AM		3 PM	3:30 PM End of Comment Period per Catherine
9 AM	9:15 AM Senior Staff Mtg	4 PM	4:30 PM End of Comment Period per Catherine
10 AM	10:00 AM Interview-SOS candidate (your office) per Carla <i>Catherine's office</i> Miss Mike K. (5 min)	5 PM	5:30 PM End of Comment Period per Catherine <i>5:00 pm mtg Eli, Susan Nestor- DEPT OF TRANS. Terry Russell</i>
11 AM	11:00 AM Recruitment mtg (10th flr conf rm)	6 PM	6:00 PM -8pm recpt honoring Dave McCurdy-Rayburn Foyer 6:30 PM Reception - Dept of Commerce/Asian-Pacific aptees
12 PM	12:30 PM lunch w/Janet <i>1:00 - Stewart Davis - 15min</i>	7 PM	
1 PM	1:30 PM End of Comment Period per Catherine	8 PM	
2 PM	2:30 PM End of Comment Period per Catherine	9 PM	

Diana London - Call Michael C if Rep Staff Starts.

February 10, 1994
Thursday
SAGAWA-MONTHLY

8 AM	8:00 AM White House Breakfast	3 PM	
9 AM	9:15 AM Senior Staff Mtg	* 4:45 PM meet WH car downstairs	
10 AM	10:30 AM 1st Private Sector Cmte mtg per Chuck S./8 fl conf	5:00 PM -8:00pm Mtg w/ Ray Chambers	
11 AM	11:30 X 249 Bruce Cohen 15 min. 11:45 Gary + Dave	<p>Dan Cantu - no longer @ 8 HUD submtc. Lang. re Staffers Loan Demo by COB today.</p>	
12 PM	12:00 PM lunch w/Rick		
1 PM	1:30 PM Mtg w/Jack 1:45 Gene + Terry to me w/pre lang of Staffers loan demo		
2 PM	2:00 PM Mtg w/ Eli, Susan, Chuck-prep for Ray Chambers 2:15 PM Mtg on Regs-Eli's conf room	9 PM	

* Janet out @ Sch. C training.

February 11, 1994

Friday

SCHEDULE SHIRLEY SAGAWA

8 AM	8:00 AM White House Breakfast	3 PM	3:00 PM Brief Gen Scott on regs (w/Rick) your office
9 AM	9:15 AM Senior Staff Mtg	4 PM	4:00 PM One-on-one w/Gen Scott 4:30 PM End of Comment period
10 AM	10:00 AM End of Comment Period/per Catherine <i>BRUCE COHEN - FUTURE</i>	5 PM	5:30 PM Important desk time <i>Atul Garg</i>
11 AM	<i>10:30 Atul Garg - 12 room / SB mtg.</i> REGS 11:00 AM End of Comment Period/per Catherine <i>11:00 Kate - TB briefing 15min</i> 11:30 Mike Russell (your office)	6 PM	
12 PM	12:00 PM Mtg w/JVG,RA,CM,JS,GK,NR,etc.-alt personnel sys	7 PM	
1 PM	1:00 PM lunch w/Jack	8 PM	
2 PM	2:30 - mtg w/Alice McGill	9 PM	

Michael C - out today @ Michigan Site Visit

February 14, 1994
Monday
 SAGAWA-MONTHLY

8 AM	8:30 AM Focus Group - Child Care	3 PM	3:00 PM Focus Group Plenary Session
9 AM	9:15 AM Senior Staff Mtg 9:15 AM Senior Staff	4 PM	4:30 PM mtg w/ Jane Marsh <i>Alice Russell</i> <i>Jenny Jeffers</i>
10 AM		5 PM	5:00 pm Jane 5:00 - Mike Russell 5:45 Alice McGill (5:30 Atul Garg)
11 AM	11:50 AM Depart in WH car w/Eli for WH lunch	6 PM	6:00 Jane Marsh
12 PM	12:00 PM WH lunch and interview	7 PM	
1 PM	1:30 PM brief mtg w/Alice McGill	8 PM	
2 PM	2:00 PM MIS Task Force mtg - 6th floor conference rm	9 PM	

DINI -

Can't get SS at 10am
to attend a quick 10 minute
mtg on MIS w/ Gary K et al -
Let's chat + I'll explain -

JR

-Mark Feldman
202 319 1984

February 15, 1994
Tuesday
SAGAWA-MONTHLY

8 AM		3 PM	3:30 PM brief mtg w/ Barbara Agresti- Mike K.
9 AM	9:15 AM Senior Staff Mtg	4 PM	4:00 PM brief mtg w/ Nancy Rubin 4:30 PM return phone calls Barbara Agresti Re: leadership pool
10 AM	10:00 AM Mtg w/Eli, Judy Denny -you know what this is about 10:30 AM One-on-One w/Eli	5 PM	5:30 PM mtg w/ JVG Jim Kreidler Re: move to VISTA (Smin)
11 AM	11:30 AM mtg w/ JVG, Larry K. re: management consultant	6 PM	
12 PM	12:30 PM lunch w/ Jack	7 PM	
1 PM	1:30 PM desk time	8 PM	
2 PM	2:00 PM mtg/Eli, RA, CM, JS - re: merger	9 PM	

February 16, 1994
Wednesday
SAGAWA-DAILY

last update
~~4:45~~ 9:00
~~2:15~~ 2/16

8 AM		3 PM	3:00 PM mtg w/ Bruce Cohen re: future <i>3:30 mtg w/cm</i>
9 AM	9:15 AM Senior Staff Mtg	4 PM	4:00 PM answer phone calls 4:30 PM mtg w/Eli re state issues
10 AM	10:00 AM mtg w/David O. re: apprvl of st comm admin funds 10:30 AM mtg w/Phyllis Segal, MC, and CM--your office	5 PM	5:30 PM mtg w/Jane Marsh re: leadership pool
11 AM		6 PM	<i>6:00 - mtg w Rich Lee - at your request.</i>
12 PM	12:00 PM mtg w/Chuck S re: pvt sec cmte workgrp	7 PM	
1 PM	1:00 PM lunch w/ Jack	8 PM	
2 PM	2:00 PM desk time <i>2:30 David O. Re: Trade/move</i>	9 PM	
<i>ltn Kredler + Haukel.</i>			

last update
~~5:20 pm~~

~~2/16~~ 9:00 am
2/17

February 17, 1994
Thursday
SAGAWA-DAILY

8 AM		3 PM	
9 AM	9:15 AM Senior Staff Mtg	4 PM	4:00 PM mtg w/K.I.D. Alfred - prep for tomorrow's mtg w/ Ann Cahill. Y2
10 AM	10:00 AM mtg w/ Sue Layman re: organizational issues	5 PM	5:30 PM discuss filing system YSB mtg Sandra + Kate will brief you
11 AM	11:00 AM mtg w/JVG, Stephan, me	6 PM	
12 PM	12:30 PM Lunch w/ Jack	7 PM	
1 PM	desk time and return calls 1:00 PM desk time and return calls MIS mtg.	8 PM	
2 PM	2:30 PM MIS program mtg - 8th floor conf room 2:00 Leadership Pool mtg.	9 PM	

February 18, 1994
Friday
SAGAWA-DAILY

8 AM		3 PM	3:00 PM child care mtg w/Diana L, Mike K, Sarah W
9 AM	9:15 AM Senior Staff Mtg	4 PM	4:00 PM Mtg w/ Ann Cahill (Eli's office)
10 AM		5 PM	5:00 PM mtg w/ Clara Shin <i>15</i> 5:30 - David O'Brien needs stuff on SOS. announcement
11 AM	11:00 AM Appt. w/Dr. Kesselman	6 PM	5:45 Diana L. SOS
12 PM	12:00 PM Mtg/Teleconf re training & tech asst strategy- CM <i>(you can float in and out of this)</i>	7 PM	
1 PM		8 PM	
2 PM	2:30 PM Mtg w/ Atul (1/2 hour)	9 PM	

February 22, 1994
Tuesday
SAGAWA-DAILY

8 AM		3 PM	3:15 - mtg w/CM & S.S.: overlapping responsibilities
9 AM	9:15 AM Senior Staff Mtg	4 PM	4:00 PM mtg w/JFK, Jr.
10 AM	10:00 AM - 12:00 Office Hours	5 PM	5:30 PM mtg w/ST
11 AM		6 PM	6:00 PM organize files
12 PM	12:30 PM lunch w/Jack	7 PM	
1 PM	1:30 PM return phone calls	8 PM	
2 PM	2:00 PM return phone calls 2:30 PM mtg w/GB, Inc.	9 PM	

February 23, 1994
Wednesday
SAGAWA-DAILY

8 AM		3 PM	3:30 PM T/A Funding mtg-CM,LN - CM's office
9 AM	9:15 AM Senior Staff Mtg	4 PM	4:30 PM Weekly mtg w/CM
10 AM		5 PM	5:30 PM desk time
11 AM	11:00 AM mtg w/JVG	6 PM	
12 PM	12:00 PM lunch w/Jack	7 PM	
1 PM	1:00 PM Mtg w/ Gene Sofer	8 PM	
2 PM	2:00 PM return phone calls	9 PM	

February 24, 1994
Thursday
SAGAWA-DAILY

8 AM		3 PM	3:30 PM mtg w/Kate - Dispute resolution, etc.
9 AM	9:15 AM Senior Staff Mtg	4 PM	4:30 PM mtg w/MC and managemt consultant
10 AM	10:30 AM Final T/A mtg - CM's office	5 PM	5:30 mike k.
11 AM	11:00 AM mtg w/UofM profs per Stroud (Eli's conf rm)	6 PM	
12 PM	12:00 PM mtg w/CM	7 PM	
1 PM	1:00 PM Lunch w/Rick	8 PM	
2 PM	2:00 PM leadership pool mtg	9 PM	

* Janet out of office 1-6pm (doing house stuff)