

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 [4]

Stack:

S

Row:

66

Section:

1

Shelf:

9

Position:

2

JANUARY 1994

Thursday, Jan 27

9:00 a.m. Sr. Staff (10th Fl Conf Rm)
10:30-11:00am Personnel Meeting w/ Personnel Group
11:30 -12:30pm OPEN OFFICE HOURS
12:30-2:30pm Lunch Meeting at White House
4:00-4:30pm Youth Sounding Board
5:00 pm Susan Stoud.
6-8:00pm Reception Leslie Linkowsky; University Club
Library 862-8800 x121 Julia Elliman

Friday, Jan 28

9:00 a.m. Sr. Staff (10th Fl Conf Rm)
11:00-12:00pm Mtg. w/ JVG re: Management and Org issues
(1 hour)
12:00-1:30pm Lunch w/ Avelina
2:00--2:30pm Mtg. w/ Judy Denny re: budget issues per Eli
4:00-4:30pm Mtg w/ Gary Kowalczyk re: CFO issues
4:30-6:00pm Return phone calls, desk time (DO NOT CANCEL!)

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

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
10:30 a.m. -- Info Interview w/ Jennifer Rust, DC Service Corps
(301-229-4552)
11am-12pm -- Meet with Dini (JVG & Stephan if possible). Lunch?
1:30-3:30 Confirmation meeting w/ Minority Staff/Counsel w/
Jim Scheibel & Jim Joseph

ROAD



→ Hart SOB Room. 835.
Nora Manning. (x247)

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)

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)

1pm-1:30pm Harvard Grad Students w/Trish Thompson(15 minutes)

1:30-2:30pm Mtg w/ Jack

3:00-4:00pm NACCRRRA meeting w/ Sarah Nordman & Yasmina Vinci

4:30-6:00pm JENNY SAGAWA'S GOOD BYE PARTY

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

Thursday, Jan 27

9:00 a.m. Sr. Staff (10th Fl Conf Rm)
10:30-11:00am Personnel Meeting w/ Personnel Group
11:30 -12:30pm OPEN OFFICE HOURS
12:30-2:30pm Lunch Meeting at White House
4:00-4:30pm Youth Sounding Board
6-8:00pm Reception Leslie Linkowsky; University Club
 Library 862-8800 x121 Julia Elliman

Friday, Jan 28

9:00 a.m. Sr. Staff (10th Fl Conf Rm)
11:00-12:00pm Mtg. w/ JVG re: Management and Org issues
 (1 hour)
12:00-1:30pm Lunch w/ Avelina
2:00--2:30pm Mtg. w/ Judy Denny re: budget issues per Eli
4:00-4:30pm Mtg w/ Gary Kowalczyk re: CFO issues
4:30-6:00pm Return phone calls, desk time (DO NOT CANCEL!)

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

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
10:30 a.m. -- Info Interview w/ Jennifer Rust, DC Service Corps
 (301-229-4552)
11am-12pm -- Meet with Dini (JVG & Stephan if possible). Lunch?
1:30-3:30 Confirmation meeting w/ Minority Staff/Counsel w/
 Jim Scheibel & Jim Joseph

HOLD

Wednesday, Jan 26

as of 1/26/94

8:30am VISTA & SENIOR STAFF MEETING
10-11am Phone Mtg w/ Eli, Rick, Melinda, Diana, Catherine,
JVG, Jenny, Gary, David Sp, Jessica & Ray
11:30-12:00 Mtg. w/ Jim Delloso & JVG
2:00-3:00pm Mtg w/ Don Scott and Rick Allen
3:00-4:30pm Mtg w/ Eli and San Francisco Mayor Frank Jordan

Thursday, Jan 27

9:00 a.m. Sr. Staff (10th Fl Conf Rm)
10:30-11:00am Personnel Meeting w/ Personnel Group
11:30 -12:30pm Open Office Hours
12:30-2:30pm Lunch Meeting at White House
6-8:00pm Reception Leslie Linkowsky; University Club
Library 862-8800 x121 Julia Elliman

Friday, Jan 28

9:00 a.m. Sr. Staff (10th Fl Conf Rm)
10:00-11:00am Mtg. w/ JVG re: Management and Org issues
(1 hour)
12:00-1:30pm Lunch w/ Avelina
2:00--2:30pm Mtg. w/ Judy Denny re: budget issues per Eli
4:00-4:30pm Mtg w/ Gary Kowalczyk re: CFO issues

as of 1/24/94

Monday, Jan 24

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

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

1:30-3:30 -- Budget Mtg w/ Gary K, Dave Spevacek, and Kathryn
Blanks. (If possible, you should go to their
offices on 4!)

3:00-4:00 -- VISTA future mtg w/ Eli, Jim S, Diana L & Michael

4:30-6pm Mtg w/ Michael C re: SOS, Sub D & schedule

Tuesday, Jan 25

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

10:00am -- One on one w/ Eli

11:00 to 1pm -- Coalition of Higher Education
Assistance Organizations (202/289-3900)
Ritz Carlton Hotel, Pentagon City, VA
Contact Lynn (Speech 11:45-12:15)
Salon 3 2nd Floor

1-2pm -- Stop by 14th & H Street

4:00pm -- SOS Meeting

Wednesday, Jan 26

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

10-11am -- Phone Mtg w/ Eli, Rick, Melinda, Diana, Catherine,
JVJG, Jenny, Gary, David Sp, Jessica & Ray

3:00-4:00pm Mtg w/ Eli and San Francisco Mayor Frank Jordan

Thursday, Jan 27

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
10:30am - Personnel Meeting w/ Personnel Group
11-12:30pm Open Office Hours

Friday, Jan 28

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
12:00pm Lunch w/ Avelina

Wednesday, Jan 26

as of 1/26/94

8:30am VISTA & SENIOR STAFF MEETING

10-11am Phone Mtg w/ Eli, Rick, Melinda, Diana, Catherine,
JVG, Jenny, Gary, David Sp, Jessica & Ray

11:30-12:00 Mtg. w/ Jim Delloso & JVG
Lunch w/ Sarah Greenberger

2:00-3:00pm Mtg w/ Don Scott and Rick Allen

3:00-4:30pm Mtg w/ Eli and San Francisco Mayor Frank Jordan

Thursday, Jan 27

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

10:30-11:00am Personnel Meeting w/ Personnel Group

11:30 -12:30pm Open Office Hours

12:30-2:30pm Lunch Meeting at White House
4:00 - 4:30pm Youth Sounding Board

6-8:00pm Reception Leslie Linkowsky; University Club
Library 862-8800 x121 Julia Elliman

Friday, Jan 28

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

~~10:00-11:00am~~ *11 - 12* → Mtg. w/ JVG re: Management and Org issues
(1 hour)

12:00-1:30pm Lunch w/ Avelina

2:00--2:30pm Mtg. w/ Judy Denny re: budget issues per Eli

4:00-4:30pm Mtg w/ Gary Kowalczyk re: CFO issues

as of 1/25/94
Tuesday, Jan 25

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
10:00am -- One on one w/ Eli
11:00 to 1pm -- Coalition of Higher Education
Assistance Organizations (202/289-3900)
Ritz Carlton Hotel, Pentagon City, VA
Contact Lynn (Speech 11:45-12:15)
Salon 3, 2nd Floor
1-2 HOLD
3-3:30pm -- Service Committee; Chris M, Barbara A, David
Greene
3:30-3:45pm -- Mtg w/ Jim Kreidler
4:00pm -- SOS Meeting

Wednesday, Jan 26

8:30am VISTA & SENIOR STAFF MEETING
10-11am -- Phone Mtg w/ Eli, Rick, Melinda, Diana, Catherine,
JVG, Jenny, Gary, David Sp, Jessica & Ray
11:30-12:00 Mtg. w/ Jim Delloso & JVG
2:00 -- Mtg w/ Don Scott and Rick Allen
3:00-4:00pm Mtg w/ Eli and San Francisco Mayor Frank Jordan

Thursday, Jan 27

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
10:30am - Personnel Meeting w/ Personnel Group
11:30 -12:30pm Open Office Hours
12:30-2:30pm Lunch Meeting at White House
6pm -- Reception Leslie Linkowsky; University Club
Library 862-8800 x121 Julia Elliman

Friday, Jan 28

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
10am -- Mtg. w/ JVG re: Management and Org issues
12:00pm Lunch w/ Avelina

2:00 pm -- JVG & Lynn re budget issues (per Eli)
4:00 pm - Gary Kowalczyk - CFO issues (30 minutes)

as of 1/24/94

Monday, Jan 24

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

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

1:30-3:30 -- Budget Mtg w/ Gary K, Dave Spevacek, and Kathryn
Blanks. (If possible, you should go to their
offices on 4!)

3:00-4:00 -- VISTA future mtg w/ Eli, Jim S, Diana L & Michael

4:30-6pm Mtg w/ Michael C re: SOS, Sub D & schedule

Tuesday, Jan 25

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

10:00am -- One on one w/ Eli

11:00 to 1pm -- Coalition of Higher Education
Assistance Organizations (202/289-3900)
Ritz Carlton Hotel, Pentagon City, VA
Contact Lynn (Speech 11:45-12:15)
Salon 3 2nd Floor

1-2pm -- Stop by 14th & H Street

4:00pm -- SOS Meeting

Wednesday, Jan 26

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

10-11am -- Phone Mtg w/ Eli, Rick, Melinda, Diana, Catherine,
JVJG, Jenny, Gary, David Sp, Jessica & Ray

3:00-4:00pm Mtg w/ Eli and San Francisco Mayor Frank Jordan

Thursday, Jan 27

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

10:30am - Personnel Meeting w/ Personnel Group

Friday, Jan 28

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
12:00pm Lunch w/ Avelina

As of 1/21/94

Friday, Jan 21

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
10:00am -- One on one mtg w/ General Scott
11:30-11:45 Mtg w/ Gary & Jim re: attached
12noon Lunch w/ Avelina
1:00-2:00 Mtg. w/ Jack
2:00pm One on One w/ Eli
3:00pm Mtg w/ Rich Lee & JVG

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

Thursday, Jan 20

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

10:30am -- Personnel Meeting w/ Personnel Group

Friday, Jan 21

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

Monday, Jan 24

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

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

Tuesday, Jan 25

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

11:30 to 12 noon -- Coalition of Higher Education
Assistance Organizations (202/289-3900)
Ritz Carlton Hotel, Pentagon City, VA
Contact Lynn

Wednesday, Jan 26

as of 1/13/94

Monday, Jan 17

MARTIN LUTHER KING HOLIDAY - DAY OFF

Tuesday, Jan 18

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
10am -- Mtg w/ Dave Spevaceck, Diana A, Mike B & Donna
Darlington (re:O & M)
11:00am -- Mtg w/ David Henkel (15 minutes)
11:15 12:15-- OPEN OFFICE HOURS
2:00pm -- MIS Briefing w/ Carolyn Kari & Larry Koskinen
(30 minutes)
3:00 -- "Kevin Kelly Follow Up" Mtg w/ Jim S, Gary, Dave S
Rick, Diana A, Gene, JVG,
(and Michael C if here)

Wednesday, Jan 19

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
10:00am -- Community Development Corporation 10th floor conf.
w/ Chuck Supple
12:00-1:30pm LEADERSHIP POOL (possibly by conference call to
people on the road.)
2:00pm -- Shirley Full Staff Meeting
4:00pm -- Jim Kreidler

Thursday, Jan 20

NASCC meeting w/ Gene (time?location?)

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
10:30am -- Personnel Meeting w/ Personnel Group
12:30-1:30 Lunch w/ WHDC

3⁰⁰-3³⁰ - Youth Sounding Board (Mo, Mikel, Jenny)
-2-

as of 1/10/94

Thursday, Jan 13

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
10:00am -- Smith College (20 minutes) 472 Room OEOB.
Contact: Margaret Shaw 395-3193
11-12:00pm Mtg at 14th & H
1:00pm -- Coalition Mtg w/ Gene at Youth Service America
2:30pm -- Personnel Mtg w/ Eli, Rich, Alfred & JVG 5th Floor
3:00pm -- HOLD -- Meeting scheduled
4:00pm -- Dress Rehearsal for Foundation Mtg (on Friday) w/
Eli, Chuck, Nancy and Susan

Friday, Jan 14

9:00am -- SPECIAL Senior Staff Meeting
9:30-1:00am HOLD FOR SUSAN/COUNCIL & FOUNDATIONS MEETING
2:30pm -- Mtg w/ Carolyn Kari/Larry Koskinen - MIS Briefing
3:00pm Tentative: Summer of Service Meeting

As of 1/11/94

Wednesday, Jan 12

FYI: ACTION Strategic Planning Mtg all Day

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
10:00am -- One-on-One mtg w/ Don Scott (his office)
11:30-12 -- Meet w/ Linda Kontos (intern)
12:30-1:30 - Mtg w/ Jack
2:00pm - Interview w/ Nancy Fisher for Private Sector?
786-2093
2:30pm - Conference Call w/ Catherine from Atlanta RS)
3:00pm - Interview w/ Phu Huynh (703-968-8315)
4:00pm - Desk and Phone Time

Thursday, Jan 13

FYI: ACTION Strategic Planning Mtg all Day

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
10:00am -- Smith College (20 minutes) 472 Room OEOB.
Contact: Margaret Shaw 395-3193 Bio has been
sent and you have been WAVED in.
11-12:00pm Mtg at 14th & H (Baer)
1:00pm -- Coalition Mtg w/ Gene at Youth Service America
2:30pm -- Personnel Mtg w/ Eli, Rich, Alfred & JVG
3:00pm -- Meeting w/ Eli and JVG (15 minutes)
3:30pm -- Meeting w/ Jim Scheibel (15 minutes)
3:45pm -- Meeting w/ Gary Kowalczyk (15 minutes)
4:00pm -- Dress Rehearsal for Foundation Mtg (on Friday) w/
6:00pm Eli, Chuck, Nancy and Susan

Friday, Jan 14

9:00am -- SPECIAL Senior Staff Meeting

9:30-1:00am HOLD FOR SUSAN/COUNCIL & FOUNDATIONS MEETING

2:15pm -- Leave w/ Eli and Susan enroute to Dept of Justice

2:45pm -- Meeting w/ Janet Reno at Department of Justice w/
Eli & Susan

4:00pm Summer of Service Meeting - 6th Floor Conference
Room (20 people)

AS OF 1/10/93

Monday, Jan 10

AT ROAD SHOW ALL DAY !!!!

Ramada Hotel in Alexandria 901 North Fairfax
Street in Old Town (703) 683-6000

Tuesday, Jan 11

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

immediately after staff meeting:

10:00am -- LEADERSHIP POOL mtg w/ Senior Staff, Kate Frucher
and Diana London in Eli's Conference Room

TENTATIVE 10:30pm Interview for Don Gips replacement --
candidates are in office already -- only if
you have time (15 minutes each)

11:00am -- VISTA Recruiters Ramada Hotel on Thomas Circle
(the circle above our office in the State Suite)
Agenda and Info in Daily Meeting packet

12:00pm One on One Mtg w/ Eli (items to discuss in daily
meeting packet)

12:30-1:30 - Mtg w/ Jack

2:00-2:30 - Interview w/ Traci Collins (456-6676)

3:00 Leadership Pool (to be confirmed)

1 pm.
Leadership Pool

Wednesday, Jan 12

FYI: ACTION Strategic Planning Mtg all Day

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

10:00am -- One-on-One mtg w/ Don Scott (his office)

11:30-12:00 -- Linda Kontos - intern

12:30-1:30 - Mtg w/ Jack

2:00pm - Interview w/ Nancy Fisher for Private Sector?
786-2093

2:30pm - Conference Call w/ Catherine (from Atlanta RS)

3:00pm - Interview w/ Phu Huynh (703-968-8315)

4:00pm - Desk and Phone Time (DON'T CANCEL)

CFO
Jim - CFO & LP.
Gail - CFO.

Friday, Jan 14

as of 1/13/94 6:30pm

9:00am -- SPECIAL Senior Staff Meeting (Eli)

9:45 Leave w/ Susan & Eli for COUNCIL & FOUNDATIONS
MEETING, ANA Hotel 24 & M Street
(Susan has agenda)

2:30pmSHARP-- WH car picks you and Susan up (picks Eli up at WH
at 2:20pm) enroute to Dept of Justice

2:45pm -- Meeting w/ Janet Reno at Department of Justice w/
Eli & Susan

4:00pm Goodbye party for Dick S. - 6th floor conference

4:30-5:30pm Summer of Service Meeting - 10th Floor Conference
Room (20 people)

5:30pm Mentoring meeting w/ Eli, Peter Edelman & Susan

6:30pm Leave

Friday, Jan 14

9:00am -- SPECIAL Senior Staff Meeting

ANA HOTEL
24 & M St. W. Genoa
Susan.

9:30-1:00am ^{4:15} HOLD FOR SUSAN/COUNCIL & FOUNDATIONS MEETING

10am Speak.

2:15pm -- Leave w/ Eli and Susan enroute to Dept of Justice

2:45pm -- Meeting w/ Janet Reno at Department of Justice w/
Eli & Susan

4-4:30 -- ^{4:15} GOING AWAY PARTY Dick. 6th Fl. Conf.

4:00pm ^{4:30} Summer of Service Meeting - 6th Floor Conference
Room (20 people)

5:30/

10th Public Liaison 6th Fl. Conf.
Mentoring Mtg w/ Eli, Peter Edelman, Susan

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
10:00am -- Mtg w/ Don Scott

Thursday, Jan 13

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
10:30am -- Personnel Meeting with Personnel Group
11:30am -- Interview with Gina Lamar, if still needed (Executive
Assistant candidate)

Friday, Jan 14

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
10:30-11:30am HOLD FOR SUSAN/COUNCIL & FOUNDATIONS MEETING

Monday, Jan 17

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

Tuesday, Jan 18

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

Wednesday, Jan 19

As of 1/11/94

Wednesday, Jan 12

FYI: ACTION Strategic Planning Mtg all Day

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
10:00am -- One-on-One mtg w/ Don Scott (his office)
11:30-12 -- Meet w/ Linda Kontos (intern)
12:30-1:30 - Mtg w/ Jack
2:00pm - Interview w/ Nancy Fisher for Private Sector?
786-2093
2:30pm - Conference Call w/ Catherine from Atlanta RS)
3:00pm - Interview w/ Phu Huynh (703-968-8315)
3:30 pm - Youth Sounding Board w/ Jina S.
4:00pm - Desk and Phone Time

Thursday, Jan 13

FYI: ACTION Strategic Planning Mtg all Day

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
10:00am -- Smith College (20 minutes) 472 Room OEOB.
Contact: Margaret Shaw 395-3193 Bio has been
sent and you have been WAVED in.
11-12:00pm Mtg at 14th & H (Baer)
1:00pm -- Coalition Mtg w/ Gene at Youth Service America
2:30pm -- Personnel Mtg w/ Eli, Rich, Alfred & JVG
3:00pm -- Meeting w/ Eli and JVG (15 minutes)
3:15 pm -- Meeting w/ Jim Scheibel (15 minutes)
3:20 pm -- Meeting w/ Gary Kowalczyk (15 minutes)
3:45 pm -- Meeting w/ Gary Kowalczyk (15 minutes)
4:00pm -- Dress Rehearsal for Foundation Mtg (on Friday) w/
6:00pm Eli, Chuck, Nancy and Susan

Monday, Jan 10

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

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

11:00 am -- VISTA recruiters (Brian Geoghegan x 250)

Tuesday, Jan 11

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

11am - VISTA recruiters (Brian Geoghegan x 250)

Wednesday, Jan 12

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

10:00am - Gen. Scott.

Thursday, Jan 13

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

10:30 am -- Personnel meeting w/ sr staff, Rich Lee & others

11:30am - interview w/ Gina Lamer (Ex. Asst. candidate)

1:00 -- Coalition meeting (GENE)
At Youth Service America

Friday, Jan 14

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

10:30 - 11:30 am HOLD FOR SUSAN/COUNCIL & FOUNDATIONS MEETING

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

10:30 am -- Personnel meeting with Rich Lee, Alfred, JVG etc

12:00noon -- Interview w/ Phu Huynh (Executive Assistant)

2:00 pm -- SOS Meeting w/ Catherine, Gary, Diana A, Diana L, Gene, Rana Sampson, Goodwin, Hank, David O, Tom Endres, Peter H, Hugh, Barb, Kate, Nathalie, Ruby, Michael C, Rick Allen, Terry Russell, Jim Scheibel. 6th Floor conference Room.

Friday, Jan 7

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

10:00am -- Mtg with Don Scott

11am -- Recruitment mtg (Diana A, Bruce C, Natalie A, David Greene, Mike Barry, Sandi M, Sarah W + Pat Becker)

12:30pm -- Lunch with Aveline and JVG

Monday, Jan 10

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

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

11:00am -- VISTA Recruiters talk (Brian Geogehan x250)
or see Tuesday. With Eli. 9 people

Tuesday, Jan 11

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

11:00am -- if not Monday, VISTA Recruiters talk (Brian Geogehan x250) With Eli.

Wednesday, Jan 12

Tuesday, Jan 4

as of 1/3/94 9:00pm

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
9:30 a.m. -- ALL HANDS STAFF MEETING (NEA HQ) 1201 16th St NW
12:00 noon -- Interview with Gilda "Dini" McCollough (Executive Assistant position - your office)
12:30-1:30 -- Mtg w/ Jack.
2:00-3:00pm Phone Calls
3:00-4:00pm Scheduling Requests/Finish Desk

Wednesday, Jan 5

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm) *9:30pm w/ mentoring*
10:00am -- Mtg w/ Paula Banks (VP Sears Roebuck) and Eli *w/ Gene Davis*
Ham *Kevin Kelly - Dan Carter - 142 Dirsken*
10:45am -11:30 -- Mentoring Meeting w/Eli, Catherine, Diana A, Nancy Rubin, Michael C, Rick Allen, Gary K, and Chuck Supple *Cancel*

12:30- 1:30 pm -- Mtg with Jack
2:30- 3:30 -- Shirley's Staff Meeting *change time*
2 - 3pm
6th Floor conference room w/Terry Russell & staff, Nancy Rubin, Gloria, Chuck, Michael C, JVG, Stephan, Gene Sofer and Jina Sanone, Jim Kreidler, Rhonda, Jenny, Lauren Chestnut, Jim Delloso, Julie Walton and Susan Stroud

3:00pm **CONFLICT** Road Show run through (location?)

Thursday, Jan 6

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm)
10:00am - 10:15 Brett Kenefick at your office
10:30 am -- Personnel meeting with Rich Lee, Alfred, JVG etc
12:00noon -- Interview w/ Phu Huynh (Executive Assistant)
12:30- 1:30 Meeting with Jack
2:00 pm -- SOS Meeting w/ Catherine, Gary, Diana A, Diana L, Gene, Rana Sampson, Goodwin, Hank, David O, Tom Endres, Peter H, Hugh, Barb, Kate, Nathalie, Ruby, Michael C, Rick Allen, Terry Russell, Jim Scheibel
3:00pm Road Show Dress Rehearsal

As of 1/3/94.

SHIRLEY SAGAWA

JANUARY 1994

Monday, Jan 3

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

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

12:00 pm -- Applications (Catherine's Rm)
-12:30

4:00pm -- Calendar/Timeline Meeting (Shirley's Office)
w/Don Scott, David Rymph, David O'Brien, Bill
Hoing, Tom Endres, Melinda Hudson, Peg Rosenberry

Tuesday, Jan 4

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

9:30 a.m. -- ALL HANDS STAFF MEETING (NEA HQ)

12:00 noon -- Interview with Gilda "Dini" McCollough (Executive
Assistant position - your office)

Wednesday, Jan 5

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

10:00am -- Mtg w/ Paula Banks (VP Sears Roebuck) and Eli

10:45am -11:30 -- Mentoring Meeting w/Eli, Catherine, Diana A,
Nancy Rubin, Michael C, Rick Allen, Gary K,
and Chuck Supple

2:30- 3:30 -- Shirley's Staff Meeting
6th Floor conference room w/Terry Russell &
staff, Nancy Rubin, Gloria, Chuck, Michael C,
JVG, Stephan, Gene Sofer and Jina Sanone,
Jim Kreidler, Rhonda, Jenny, Lauren Chestnut,
Jim Delloso, Julie Walton Susan Stroud, Mary

Madden

Thursday, Jan 6

Friday, Jan 7

9:00 a.m. -- Sr. Staff (10th Fl Conf Rm) *(Leadership Pool)* - Diana London + Kate Frucher.

10:00am -- Mtg with Don Scott (will regularly be on Wed) his office.

11:00am Recruitment Meeting w/ Diana A, Bruce C, Natalie, David Greene, Mike Berning, Sandi Martini, Sarah W & Pat Booker (your office)

12:30pm -- Lunch with Aveline and JVG (or Jack if cancelled).

2:00-3:00 Phone Calls

3:00pm *4:00pm* ~~Desk *(Leadership Pool of Catherine Tate)*~~ ...

JANUARY 1994

Monday, Jan 3

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

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

4:00pm - ~~meeting~~ - Calender - Dave R. O'Brien, ^{Bur} Tom Encher, Peg Rosenberg, Don Scott, Melinda.

Tuesday, Jan 4

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

9:30am - ALL HANDS STAFF MTG.
10:00 a.m. -- ACTION Staff (6th Fl Conf Rm)

12:00 noon - Dini McCollough - interview - 225-2531

Wednesday, Jan 5

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

10am - Paula Banks w/ Eli - ~~interview~~ President Sears Robuck.

10:30 - 11:30 meeting

2:30 - 3:30 Legal / Public / SSS's immediate staff
(6th Floor Conf Rm)

Thursday, Jan 6

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

10:30 am -- Personnel w/ Sr. staff, Rich Lee, etc

2:00 pm. SOS

Friday, Jan 7

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

10:00am - Mtg w/ Don Scott.

12:30 pm - lunch w/ JANET & Avelina

Sagaawa Staff mtg ~~4/12~~ _____
~~Grace~~
Notre Dame - memo to Terry + me
~~Freedom?~~

Chuck

AC Ldrs → Kellogg Kauffman Found.
SOS needs + - suits
Nat'l Service Program Division
*Proposals to pvt sector cmte.
Fund-raising for specific programs (→
non-federal sources) → policy

Terry

CRF Request
Anonymous
① Q + A's
② Regs. for Trust Fund + Staff Loan Forgive.
Debbie

FOIA → Waldman
Decisional memo?

Debbie

- Spk series
- staff development tool.
① 4 issue areas NPR?
- Corp Culture cmte
Jobs, etc...

Susan

Fed Agencies 47 letters of int
13 cab + rest ind.

Business plan time limit.
~~Business~~

JUG, SS, PB → Budgets + FTEs
Set up mtg?

ME
Welfare Reform + Nat'l Service role.
Program Assessment for VISTA
- role in AC.

BC
recruitment
- stand app
- outreach ~~4~~(1 rep)

30 day limit → 2 submission
→ Terry ~ approval

Carolyn