

EXECUTIVE OFFICE OF THE PRES
IDENT

30-May-1994 08:45am

TO: Stanley S. Herr
FROM: Carol H. Rasco
Economic and Domestic Policy
CC: Rosalyn A. Miller
SUBJECT: survey for disability appointees

Since I think you are in Boston for the full coming week, you should try to get a final version of this survey to me by noon Tuesday, June 7 and let's try to get it mailed out by Thursday, June 9 at latest. Staff and support in OEOP should assume responsibility for getting it out once I have approved it.

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Items to include:

List the three topics you would most like to see covered at a bi-monthly meeting

Of the above three, which one(s) would you be willing to assist in presenting?

What do you think about the bi-monthly concept? Too frequent? Not frequent enough?

Format of meetings:

Time of day

Length

Day of week

Site

speakers?

discussion?

papers presented in advance?

subgroups work on an agenda and assume responsibility for meeting?

sack lunch social hour preceding a meeting occasionally?

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EXECUTIVE OFFICE OF THE PRESIDENT

07-Jun-1994 11:36am

TO: Stanley S. Herr

FROM: Rosalyn A. Miller
Economic and Domestic Policy

SUBJECT: RE: survey form on appointees' meeting -- for your review

Survey is fine with CHR -- you may proceed.

TO: ADMINISTRATION APPOINTEES WITH DISABILITIES

FROM: CAROL H. RASCO

Re: Survey on Future Meetings

DATE: June 9, 1994

At the close of our meeting on May 24th, I offered to meet with you on a periodic basis, perhaps every two months (bi-monthly), and promised to seek out your ideas and perspectives.

Kindly complete this brief survey in the space provided and return at your early convenience, but no later than June 25th. Please mail your response to the attention of Stanley S. Herr, 224 OEOB, Washington, DC 20500 or FAX it to him at 456-7028.

1. Would you participate in periodic meetings with this group?

yes

no

2. Should we meet at a regular meeting time, or with flexibility to adjust to changing circumstances and individual schedules?

fixed time

flexible time

2. What do you think about the bi-monthly concept?

Would such a schedule be too frequent? _____

Not frequent enough? _____

About right? _____

3. Please list three topics you would most like to see covered at any future meeting?

i. _____

ii. _____

iii. _____

4. Of the above three topics, are there any ones which you would be willing to assist in presenting? If so, please specify.

5. Do you have any suggestions for other presenters or types of presenters?

6. In terms of format of meetings, please indicate your preference as to:

a. Time of day:

morning mid-day afternoon

b. Length of meeting:

1 1/4 hours 1 1/2 hours 2 hours

c. Day of week:

Monday Tuesday Wednesday Thursday Friday

d. Site:

White House Complex Rotating sites Name of specific site

e. Presenters:

At every meeting At some meetings

f. Time devoted to discussion:

one-fifth one-quarter one-third one-half other allocation

g. If appropriate to the topic, would you sometimes like the presenter's paper circulated in advance?

yes no no strong preference

h. Would you occasionally like to have a social event (such as a brown bag lunch or light refreshments) follow or precede the meeting?

yes no no strong preference

7. In terms of planning of meetings, would you like subgroups to work on an agenda and assume responsibility for the meeting?

yes no

b. Would you like to be a member of such a subgroup?

yes no

7. Do you have any additional comments on the desirability and/or planning of such meetings?

Thank you for your cooperation and prompt response.