

December 16, 1983

TO: Governor
FROM: Gerry
SUBJECT: Internal Staff Meeting
Friday, December 16, 1983

DEC 23 1983
Governor Abiyeh

- I. Your schedule.
 - A. The need for tightly organized monthly regional trips.
 1. Glenna develop logical regional schedule for next 12 months for distribution to key staff as an early warning system.
 2. Each trip should be systematically designed to include local government, local volunteers, local Republicans (legislators and committee members, listening post representatives, state agencies, business, labor, etc.).
 3. Monthly trip does not preclude other out-trips.
 - B. Better communication among staff members of Governor's schedule. The weekly printed schedule is helpful, but staff is seldom aware of the many fill-ins that occur. Often staff has helpful information that could be useful.
 - C. The "age-old" discussion of the Governor's "jammed" schedule.
- II. Update of the agency head meeting.
 - A. We will work to incorporate your additional points.
 - B. Schedule a meeting for you with staff to finalize and activate the plan.
- III. Update on State of State address, January 11, 1984.
 - A. Suggested, at least, some of staff members should attend.
 - B. Asked that those interested in attending let me know.
- IV. Open Houses which have become poorly managed and in some cases actually chaotic.
 - A. Suggested better coordination between Glenna and Dodie.
 - B. Suggested a member of Citizens' Rep office always be in attendance so that when necessary you can refer difficult people or people's problems.
 - C. Generally, set up a system that does not discourage people attending but is better organized and, perhaps, easier for you.

- V. Discussed office physical improvements.
 - A. Better pooling of information and resources.
 - B. Better use of existing computer terminal.
 - C. Explore equipment needs (computer and otherwise) for the office.
- VI. Broad, general conversation about upcoming budget and legislative concepts cycle.
- VII. Update on vacant key positions: Revenue, DEQ, PUC, Power Council, Citizen Rep, Special Projects.
- VIII. General report of this week's activities and expectations for coming week.
- IX. Office inventory control through Betty Maudlin.

We will continue to meet every Friday at noon with a general purpose of communication and day-to-day planning.