

**Council of Federal Executive Secretariats
December Council Meeting
December 6, 2012
The White House, EEOB, Indian Treaty Room**

Council members present: See below.

Others present: Doug Kramer, Deputy Assistant to the President and Staff Secretary; Brian McKeon, Deputy Assistant to the President, National Security Staff Chief of Staff and Executive Secretary; Kelly Adams-Smith, National Security Staff Deputy Executive Secretary.

Welcoming remarks: 9:23 a.m. Eric Wachter, chair of the Council of Federal Executive Secretariats, welcomed the members to the December meeting and thanked Elizabeth Olson and Galen Main for serving as hosts and setting up a tour.

Welcome/Introduction: 9:25 a.m. Elizabeth Olson, Special Assistant to the President and Director of Presidential Correspondence, welcomed everyone and introduced the staff members of her office.

Keynote Speaker: 9:29 a.m. Doug Kramer, Deputy Assistant to the President and Staff Secretary, thanked the agencies for their help and talked about his office.

Keynote Speaker: 10 a.m. Brian McKeon, Deputy Assistant to the President, National Security Staff Chief of Staff and Executive Secretary. Brian gave an overview of his position.

Old Business/New Business: 10:20 a.m. Eric Wachter announced the Peter Lee from the Department of Treasury was elected vice chair for 2013 and thanked Peter for agreeing to serve. Wachter thanked Eleni Martin, now retired from the General Services Administrator, for serving as vice chair for the first half of 2012 and Patrice Allen-Gifford from the Department of Homeland Security for finishing Eleni's term as vice chair. He said that Patrice and Peter will make a great leadership team in 2013. Wachter also thanked Gifford for her service as chair of the meetings and membership committee; Tracy Catoe from the Department of Education for serving as website committee chair; Christine Brown from USAID for serving as the plain writing chair; Ann Brewer for her advice and guidance and her work on the executive committee; and David Aten from the IRS for his help on the technology committee. Wachter reminded the Council that the next meeting will be held the second week of because of the New Year's holiday.

Adjourn. 10:30 a.m.

Council of Federal Executive Secretariats December Meeting Attendees

<u>First Name</u>	<u>Last Name</u>	<u>Agency</u>	<u>Position</u>
Deborah	Alexander	DOJ	
Patrice	Allen-Gifford	DHS	Associate Executive Secretary
Dorota	Bagwell	DHS	Correspondence Coordinator

Dynna	Bigby	FDA	Program Manager
Andrew	Bozek	DOD	
Ann	Brewer	NIH/HHS	Director, Executive Secretariat
Christine	Brown	USAID	Lead Correspondence Analyst
Gemma	Button	VA	Deputy Executive Secretary
Matt	Cameron	CFPB	
Michael	Coogan	DOE	Writer/Editor
David	Clunie	Treasury	Deputy Executive Secretary
Cynthia	Douglas	HHS	
Tim	Feeney	DOI	Writer/Editor
Rose	Folsom	HHS/OIG	Director
Julie	Frandsen	FDA	Junior Policy Analyst
Ann Marie	Gogniat	USDA	Writer/Editor
Chyna	Green	USMS	Executive Secretary
Marjorie	Harter	USDA	Sr. Writer - Editor
Marcia	Hines	DOJ	Records Manager
Marcy	Huff-Taylor	CFPB	
Mary	Jefferson	FAA	Director, Executive Secretariat
Zina	Kornegay	ATF	Executive Secretary
Bennie	Lawson	DOD	Chief Correspondence Mgt.
Terry	Layton	DOC	Senior Writer/Editor
Shiela	Lislly-Bigby	HHS	Director, Documents and Regulations Management
Peter	Lee	Treasury	Interim Deputy Executive Secretariat
Thanh	Lo	USMS	Program Analyst
Galen	Main	White House	Assistant Director, Agency Liaison
Jean	Maybee	DOI	Chief of Staff
Allison	Miller	CFPB	
Elizabeth	Olson	EOP/WHO	Director
Paula	Sind-Prunier	NTSB	Executive Secretariat
Ian	Squires	HHS	Writer/Editor
Pat	Street	MCC	Director
Amanda	Supin	CPFB	
Andrew	Tarpgaard	FAA	Team Leader
Geraldine	Taylor	FCC	Management Analyst
Joseph	Tezak	DHS/CBD	Director, Executive Secretariat
Annette	Vietti-Cook	NRC	Secretary
Eric	Wachter	EPA	Director, Executive Secretariat
Tony	Waterloo	DOL	Supervisor of Operation
Sharnett	Willis	EPA	Staff