

**Council of Federal Executive Secretariats
January Council Meeting
January 10, 2012
General Services Administration
1275 First Street NE, Room 201**

Committee members present: See below.

Others present: Cynthia Metzler, GSA Chief Administrative Services Officer; Bob Stafford, GSA Tenant Solutions Director

Welcoming remarks. 9:15 a.m. Eric Wachter, chair of the Council of Federal Executive Secretariats for 2012, welcomed everyone to the first meeting of the year, thanked Tracy Catoe from the Department of Education for her leadership as 2011 chair, thanked GSA for serving as host of the January meeting and introduced Eleni Martin, vice chair of the council.

Welcome/introduction. 9:20 a.m. Martin thanked everyone for coming to GSA and introduced Metzler. Metzler welcomed the council to GSA and thanked them for all the great work that they do. Martin then introduced Stafford, the keynote speaker. Stafford serves as the tenant solutions director at GSA and on the 1800 F Street transformation team. This team is working on transforming GSA's F Street headquarters. Two-thirds of the building is under construction, and it is being designed to function as a mobile work space with 50 percent less space. A building that held 2,000 people now will hold 4,000. GSA is a leader in telework, which also will help in this regard.

During the question-and-answer discussion, Stafford explained that while travel and vacation time can be planned, they cannot plan for sick time when it comes to planning for space needs and that it is one of the factors they are taking into consideration. He also talked about how one of the big factors in this process is the human factor, in that employees who are used to particular space will be transitioning into shared space. If GSA cannot complete its mission and if employees cannot complete their work, the project will not be a success.

Best practice – interagency transfer letters. 10:10 a.m. Wachter initiated a group discussion about the process for transferring White House referrals to another agency and other correspondence to another agency. After the discussion, Wachter said he would type up a written policy, which is attached, that summarized the discussion. The group would review it prior to the February meeting and would amend it, approve it or both at the February meeting.

Council committees. 10:35 a.m. After break the council reconvened to discuss the establishment of committees to assist and guide the council in its work this year. The council decided on four committees: membership, plain writing, technology and website. Members expressed interest in joining certain committees by signing a list that was distributed. Wachter said he would email the members further information about the committees.

White House update. 10:45 a.m.

Old business/new business. 11 a.m. Wachter reminded the group that the February meeting would be at the Red Cross and asked for a volunteers to host the March meeting. Christine Brown said that USAID would most likely be able to host but would confirm with Wachter later.

The council decided that the best practice for the February meeting would be on plain writing, and a few members praised Katherine Spivey's presentation and requested that she present on plain writing. Martin said she would like into Spivey's availability.

Peter Lee from the Department of Treasury offered that Treasury probably could host in April or May. Wachter said that he would leave that for the membership committee to determine.

The council decided to move the November meeting from November 6 because it is Election Day. The November meeting will be held on November 8 instead.

Open floor. 11:25 a.m. Tony Waterloo from the Department of Labor queried the council about how the members handle the processing of invitations, whether the executive secretariats do this or whether the political staff in the scheduling or other offices process them. After some discussion there was uncertainty about the records retention schedule for invitations. Wachter said he would find and answer and share with the council at the February meeting.

Adjourn. 11:30 a.m.

**Council of Federal Executive Secretariats
January Council Meeting Attendees**

First Name Last Name Agency Position

Patrice	Allen-Gifford	DHS	Associate Executive Secretary
David	Aten	IRS	
Gloria	Barrett	DOL	Senior Analyst
Vivian	Beamon	DOJ/EDUST	Management & Program Analyst
Dynna	Bigby	FDA/ES	Program Manager
Ann	Brewer	NIH/HHS	Director, Executive Secretariat
Christine	Brown	USAID	Lead Correspondence Analyst
Michael	Bruhn	DOD	Executive Secretary
Dennis	Bumpass	SBA	Executive Secretary
Raychel	Bush	NCTC	Deputy Executive Secretariat
Gemma	Button	VA	Deputy Executive Secretary
Tracy	Catoe	DOEd	Deputy Director, CCCU
Michael	Coogan	DOE	Writer/Editor
Shileta	Cox	DOE/WH	Policy Analyst
Jennifer	Epps	GSA	Congressional Correspondence Specialist
Ron	Etheridge	SBA	Records Management
Octavia	Gorham-Greenhill	DOE	Policy Analyst
Luke	Harman	Treasury	Correspondence Analyst
Marjorie	Harter	USDA	Sr. Writer - Editor
Marcia	Hines	DOJ	Records Manager
Mary	Jefferson	FAA	Director, Executive Secretariat
Crystal	Jones	WHO	Records Analyst
Zina	Kornegay	ATF	Executive Secretary
Bennie	Lawson	DOD	Chief Correspondence Mgt.
Peter	Lee	Treasury	Interim Deputy Executive Secretary
Galen	Main	White House	Assistant Director, Agency Liaison
Eleni	Martin	GSA	Director, Executive Secretariat
Jason	Monroe	SBA	Team Leader
Pat	Morgan	HUD	Chief, Correspondence Branch, Executive Secretary
Diane	Reinke	HHS/OIG	Writer - Editor
Paulette	Saunders	VA	Chief Correspondences
Jynell	Spriggs	IRS	Chief Correspondence Officer
Pat	Street	MCC	Executive Secretary
Andrew	Tarpgaard	FAA	Team Leader
Joseph	Tezak	DHS/CBD	Director, Executive Secretariat
Sheaya	Thomas	DOJ	Analyst/Executive Secretary
Mike	Tropauer	CDC	Deputy Executive Secretary
Eric	Wachter	EPA	Director, Executive Secretariat
Tony	Waterloo	DOL	Supervisor of Operation
Sharnett	Willis	EPA	Staff Assistant