

COUNCIL OF FEDERAL EXECUTIVE SECRETARIATS
January 10, 2012
General Services Administration
1275 First Street NE, Room 201

9:00 a.m.	MEET AND GREET
9:10 a.m.	WELCOME Eric Wachter Chair, Council of Federal Executive Secretariats Director, Office of the Executive Secretariat Environmental Protection Agency Eleni Martin Vice Chair, Council of Federal Executive Secretariats Director, Office of the Executive Secretariat General Services Administration
9:15 a.m.	WELCOME/INTRODUCTION Cynthia Metzler Chief Administrative Services Officer General Services Administration KEYNOTE SPEAKER Bob Stafford Tenant Solutions Director, 1800 F Transformation Team General Services Administration
9:50 a.m.	BEST PRACTICE Interagency transfer letters Council discussion
10:20 a.m.	BREAK
10:30 a.m.	COUNCIL COMMITTEES Council discussion
10:45 a.m.	WHITE HOUSE UPDATE
11:00 a.m.	OLD BUSINESS/NEW BUSINESS Meeting sites, best practices
11:15 a.m.	OPEN FLOOR
11:30 a.m.	ADJOURN

COUNCIL OF FEDERAL EXECUTIVE SECRETARIATS

February 7, 2012

American Red Cross National Headquarters

Board of Governors Hall

430 17th Street, NW

9:00 a.m.	MEET AND GREET
9:10 a.m.	WELCOME Eric Wachter Chair, Council of Federal Executive Secretariats Director, Office of the Executive Secretariat Environmental Protection Agency Mike Robins Federal Relations Liaison Government Relations and Strategic Partnerships American Red Cross
9:15 a.m.	WELCOME/INTRODUCTION Neal Denton Senior Vice President Government Relations and Strategic Partnerships American Red Cross KEYNOTE SPEAKER Linda C. Mathes Chief Executive Officer American Red Cross National Capital Region
9:45 a.m.	BEST PRACTICE Katherine Spivey Plain Writing Launcher General Services Administration
10:15 a.m.	BREAK
10:25 a.m.	COMMITTEE REPORTS
11:00 a.m.	WHITE HOUSE UPDATE
11:15 a.m.	OLD BUSINESS/NEW BUSINESS Transfer letters, invitation retention schedules, joint letters
11:30 a.m.	OPEN FLOOR
11:45 a.m.	ADJOURN

COUNCIL OF FEDERAL EXECUTIVE SECRETARIATS

March 6, 2012

**U.S. Agency for International Development
1300 Pennsylvania Avenue, NW, Washington, D.C.**

9:00 a.m.	MEET AND GREET
9:10 a.m.	WELCOME Eric Wachter Chair, Council of Federal Executive Secretariats Director, U.S. EPA Office of the Executive Secretariat
9:15 a.m.	WELCOME/INTRODUCTION Christa White Executive Secretary, Office of the Executive Secretariat USAID
9:20 a.m.	KEYNOTE SPEAKER USAID's Famine War Drought Campaign for the Horn of Africa Matthew Johnson USAID Bureau for Legislative and Public Affairs
9:50 a.m.	COMMITTEE REPORTS
10:05 a.m.	WHITE HOUSE UPDATE
10:20 a.m.	BREAK
10:30 a.m.	BEST PRACTICE Plain Writing Act discussion Benjamin Rhodside Professional Staff of Chairman Daniel K. Akaka (D-HI) Subcommittee on Oversight of Government Management, the Federal Workforce, and the District of Columbia U.S. Senate Committee on Homeland Security and Governmental Affairs
11:00 a.m.	OLD BUSINESS/NEW BUSINESS Transfer letters, council survey results
11:20 a.m.	OPEN FLOOR
11:30 a.m.	ADJOURN

COUNCIL OF FEDERAL EXECUTIVE SECRETARIATS

April 3, 2012

U.S. Environmental Protection Agency

Ariel Rios Federal Building South

Rachel L. Carson Great Hall

1200 Pennsylvania Avenue, NW, Washington, D.C.

9:00 a.m.	MEET AND GREET
9:10 a.m.	WELCOME Eric Wachter Chair, Council of Federal Executive Secretariats Director, U.S. Environmental Protection Agency Office of the Executive Secretariat
9:20 a.m.	BEST PRACTICE White House Casework Referral Process Patrice Allen-Gifford, Department of Homeland Security Clarence Finney, Department of State Peter Lee, Department of Treasury
9:50 a.m.	WHITE HOUSE UPDATE
10:00 a.m.	KEYNOTE SPEAKER Mercury and Air Toxics Standards Janet McCabe Principal Deputy Assistant Administrator Office of Air and Radiation
10:30 a.m.	BREAK
10:40 a.m.	COMMITTEE REPORTS
10:50 a.m.	OLD BUSINESS/NEW BUSINESS Jointly signed letters, survey results, transfer letters, summer luncheon
11:05 a.m.	OPEN FLOOR
11:15 a.m.	ADJOURN

**Council of the Federal Executive Secretariats
U.S. Department of the Treasury
1500 Pennsylvania Avenue NW Washington, DC 20220
May 1, 2012**

9:00 a.m.	MEET AND GREET
9:10 a.m.	WELCOME Eric Wachter Chair, Council of Federal Executive Secretariats Director, U.S. EPA Office of the Executive Secretariat
9:15 a.m.	WELCOME/INTRODUCTION Peter Lee Interim Deputy Executive Secretary U.S. Department of the Treasury
9:20 a.m.	KEYNOTE SPEAKER Tax Reform Mark Mazur Deputy Assistant Secretary, Office of Tax Analysis U.S. Department of the Treasury
9:50 a.m.	COMMITTEE REPORTS
10:05 a.m.	WHITE HOUSE UPDATE
10:20 a.m.	BREAK
10:30 a.m.	BEST PRACTICE Exec Sec Processes Rebecca Ewing Executive Secretary U.S. Department of the Treasury
11:00 a.m.	OLD BUSINESS/NEW BUSINESS
11:20 a.m.	OPEN FLOOR
11:30 a.m.	ADJOURN

COUNCIL OF FEDERAL EXECUTIVE SECRETARIATS

June 5, 2012

Department of State

2201 C Street, NW, Washington, D.C.

9:00 a.m.	MEET AND GREET
9:05 a.m.	WELCOME Eric Wachter Chair, Council of Federal Executive Secretariats Director, Office of the Executive Secretariat U.S. Environmental Protection Agency
9:05 a.m.	WELCOME/INTRODUCTION Clarence Finney Director, Office of Correspondence and Records Office of the Executive Secretariat U.S. Department of State
9:10 a.m.	KEYNOTE SPEAKER Stephen Mull Executive Secretary Office of the Executive Secretariat U.S. Department of State
9:40 a.m.	BEST PRACTICE Everest – web-based platform for paperless document submission Clarence Finney Director, Office of Correspondence and Records Office of the Executive Secretariat U.S. Department of State
10:10 a.m.	WHITE HOUSE UPDATE
10:20 a.m.	BREAK
10:30 a.m.	COMMITTEE REPORTS
10:40 a.m.	ORDER OF PRECEDENCE Natalie R. Jones, Deputy Chief of Protocol Office
10:55 a.m.	OLD BUSINESS/NEW BUSINESS Jointly signed letters, summer luncheon
11:15 a.m.	OPEN FLOOR
12:00 p.m.	EIGHTH FLOOR DIPLOMATIC RECEPTION ROOM TOUR

COUNCIL OF FEDERAL EXECUTIVE SECRETARIATS
September 11, 2012
National Institutes of Health
Natcher Conference Center, Building 45, Room D

9:00 a.m.	MEET AND GREET
9:10 a.m.	WELCOME Eric Wachter Chair, Council of Federal Executive Secretariats Director, Office of the Executive Secretariat U.S. Environmental Protection Agency
9:10 a.m.	WELCOME/INTRODUCTION Ann Brewer Director, Office of the Executive Secretariat National Institutes of Health
9:15 a.m.	BEST PRACTICE DISCUSSION Leadership/Employee Training and Development David Rosenmarkle, Program Manager for Executive Learning Office of Learning & Workforce Development U.S. Department of Energy
9:45 a.m.	KEYNOTE SPEAKER Participating from Bench to Bedside: Clinical Trials Dinora Dominguez Chief, Patient Recruitment and Public Liaison Section National Institute of Health
10:15 a.m.	WHITE HOUSE UPDATE
10:30 a.m.	BREAK
10:40 a.m.	OLD BUSINESS/NEW BUSINESS Vice chair vacancy, jointly signed letters
10:45 a.m.	PLAIN LANGUAGE DEMONSTRATION NIH Computer-Based Plain Language Program Ann Brewer
11:05 a.m.	COMMITTEE REPORTS
11:20 a.m.	OPEN FLOOR
11:30 a.m.	ADJOURN



COUNCIL OF FEDERAL EXECUTIVE SECRETARIATS

October 2, 2012

**U.S. Department of Housing and Urban Development
Brooke-Mondale Auditorium, Suite B**

8:30 a.m.	MEET AND GREET
8:40 a.m.	WELCOME Eric Wachter Chair, Council of Federal Executive Secretariats Director, Office of the Executive Secretariat U.S. Environmental Protection Agency
8:45 a.m.	INTRODUCTION of the Deputy Secretary Dr. Dolores W. Cole Director, Office of the Executive Secretariat U.S. Department of Housing and Urban Development
8:45 a.m.	GUEST WELCOME, OVERVIEW OF HUD The Honorable Maurice Jones Deputy Secretary U.S. Department of Housing and Urban Development
9:00 a.m.	OVERVIEW OF THE EXECUTIVE SECRETARIAT Dr. Dolores W. Cole
9:15 a.m.	BEST PRACTICE DISCUSSION Greening the Executive Secretariat – Paperless Practices Eric Wachter Director, Office of the Executive Secretariat U.S. Environmental Protection Agency
9:45 a.m.	WHITE HOUSE UPDATE
10:00 a.m.	BREAK
10:15 a.m.	OLD BUSINESS/NEW BUSINESS
10:25 a.m.	PLAIN LANGUAGE PRESENTATION Terry Layton Senior Editor Department of Commerce
10:40 a.m.	COMMITTEE REPORTS
10:55 a.m.	OPEN FLOOR
11:00 a.m.	ADJOURN

COUNCIL OF FEDERAL EXECUTIVE SECRETARIATS

November 8, 2012

Federal Aviation Administration

800 Independence Avenue, NW

9:00 a.m.	MEET AND GREET
9:10 a.m.	WELCOME Eric Wachter Chair, Council of Federal Executive Secretariats Director, Office of the Executive Secretariat U.S. Environmental Protection Agency
9:10 a.m.	WELCOME/INTRODUCTION OF GUEST SPEAKERS Mary Jefferson Director, Executive Secretariat Federal Aviation Administration
9:15 a.m.	WELCOME David Weingart Chief of Staff Federal Aviation Administration
9:30 a.m.	KEYNOTE SPEAKER Passenger Bill of Rights Kim Graber Office of the Assistant General Counsel for Aviation Enforcement and Processing
10:15 a.m.	WHITE HOUSE UPDATE
10:30 a.m.	BREAK
10:40 a.m.	BEST PRACTICE COUNCIL DISCUSSION Awards, Certificates and Scout Letters
11:10 a.m.	COMMITTEE REPORTS
11:20 a.m.	OLD BUSINESS/NEW BUSINESS
11:30 a.m.	OPEN FLOOR
11:35 a.m.	ADJOURN