



Meeting Agenda

Date: **Thursday, December 11, 2014**

Hosts: **The White House
1600 Pennsylvania Avenue NW
Washington, DC 20500
(East Wing)**

**U.S. Department of the Treasury
1500 Pennsylvania Avenue NW
Washington, DC 20220
(Diplomatic Reception Room)**

9:05 a.m. *Meet at the Southeast Gate of the White House
(15th Street NW and Alexander Hamilton Place NW)*
Joe Durham – White House Liaison

9:30 a.m. *White House Tour*
Joe Durham – White House Liaison

11:15 a.m. *Break*

11:30 a.m. *Reconvene at the Department of the Treasury
(Diplomatic Reception Room)*
Peter Lee, Department of the Treasury

11:35 a.m. *Best Practice Discussion: White House Greetings*
Grace Strome – Coordinator, Greetings Department,
Office of Presidential Correspondence

11:55 a.m. *White House Update*
Joe Durham, White House Agency Liaison

12:00 p.m. *Committee Reports*
Membership and Meetings – Sally Liska, Department of Agriculture
Web – Tracy Catoe, Department of Education
Technology – Linda McCarty, Internal Revenue Service
Plain Writing – Terry Layton, Department of Commerce

12:15 p.m. *Open Forum and Adjourn*
Peter Lee, Department of the Treasury