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DOMESTIC COUNCIL STAFF MEETING
Friday, September 26, 1975
4:00 p.m.

Roosevelt Room

*Distributed at
meeting to all.*
INFORMATION

THE WHITE HOUSE
WASHINGTON

September 26, 1975

MEMORANDUM FOR THE ASSOCIATE DIRECTORS

FROM : JIM CANNON

Jim

Some time ago, I asked each Associate Director to give me, on Wednesday of each week, a brief status and progress report on each major issue and project you are working on. Some have been diligent about supplying these weekly reports; others have not.

Beginning next week these must come in to Pat McKee by 6:00 p.m. every Wednesday.



THE WHITE HOUSE

WASHINGTON

September 26, 1975

DOMESTIC COUNCIL STAFF MEETING

1. Importance of Weekly Briefing Papers
 - On time -(6:00 p.m. Wednesday night)
 - Key issues the Vice President and the President should be aware of
2. Report on Development of the State of the Union
 - Meeting with Cabinet Members going well
 - Art's role in program development
3. Appreciate work you are doing with Ray Waldman on issue papers
 - Issue papers important
 - President is interested in them
4. Introduce new staff members i.e. David Lissy, et al.