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THE WHITE HOUSE
WASHINGTON

February 16, 1976

MEMORANDUM FOR

THE CABINET

SUBJECT: Cabinet Meeting, Thursday, February 19, 1976
9:00 A.M., The Cabinet Room

As you have been advised by phone, the Cabinet meeting has been changed from Wednesday, February 18th at 2:00 p.m. to Thursday, February 19th at 9:00 a.m. The following agenda items still apply:

Introduction	<u>The President</u>	5 minutes
Economic Briefing	<u>Alan Greenspan</u>	15 minutes
Briefing on the Defense Budget	<u>Secretary Rumsfeld</u>	30 minutes
Briefing on the Concorde Decision	<u>Secretary Coleman</u>	15 minutes
Congressional Outlook Presentation	<u>Counsellor Marsh</u>	30 minutes

JAMES E. CONNOR
SECRETARY TO THE CABINET

THE WHITE HOUSE
WASHINGTON

February 17, 1976

MEMORANDUM FOR:

JIM CANNON

FROM: —

STEVE McCONAHEY 

SUBJECT:

Cabinet Meeting Announcement

Listed below are suggested talking points for tomorrow's Cabinet meeting:

1. I have recently appointed Stephen McConahey as Special Assistant to the President for Intergovernmental Affairs. As such, I have elevated the importance of this function.
2. Intergovernmental issues are becoming increasingly critical to the effectiveness of the Federal government. There is a need to communicate with State, County and local leaders, identifying the shortcomings of our current programs and identifying alternatives as well as seeking assistance to achieve our planned improvements.
3. I've asked Steve to take a fundamental review of our intergovernmental function within the White House to develop an improved program which will include coordination with Cabinet and other executive branch agencies.
4. I know some of you have taken some active roles in intergovernmental issues and this appointment in no way should diminish your interest. However, it will be important for us to link these individual efforts together and I believe the White House is the best place to conduct such an overall focus on intergovernmental relations.
5. I urge all of you to cooperate with Steve and his staff as they begin working with you in the months ahead.
6. I might also indicate the importance of your participation in the Governors' Conference next week.

Individual meetings with the Governors' committees are an essential part of our follow-up to the State of the States presentation of last December.

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