

From Karen Shaw → new boss

July 10/84

I would like to outline times when I will be away from the unit.

Regular times:

LPC Safety Committee

Meets the second Tuesday of the month from 2-3 p.m. (Note: for July the meeting has been re-scheduled for the 17th instead of the 10th)

President's Advisory Committee -- Safety, Security and Fire Prevention

Meets the 4th Tuesday of each month (except August) at 10:30-12:30 a.m. These meetings often end early. When this happens, I take my lunch and return ^{to work} 45 minutes after the meeting is adjourned.

AUCE Executive meetings

These take place usually every 3 weeks. Usually they are scheduled Tuesday afternoon at 12:30. The Union requests leave for me at these times and pays me for that time.

Personnel Services

Usually I meet with Mr. Grant to plan the agenda and assignments for the President's Committee. This meeting takes place a week or so before the Committee meeting. It usually lasts for about an hour.

TORG

I run TORG in Leah's absence and on Wednesdays. The time I spend attending the machines depends entirely on the mood of UTLAS and the number of records to be processed.

Irregular times:

LPC Safety Committee -- Fire Safety Plan

The Fire Department has required that each building submit a detailed plan for evacuation, etc. during times of emergency. The LPC committee has been meeting once or twice monthly for an hour to finalize this plan.

Emergency AUCE executive meetings

These cannot be predicted but I will notify you immediately when they arise.

Personnel Services

From time to time more time than an hour is necessary to plan an assignment, prepare a document, etc. When more than the usual time is needed, or an extra assignment is required, I will notify you.

I am secretary for the two Safety Committees mentioned above. This involves my preparing and distributing the minutes. I try to keep this time to a minimum.

10j184 K. Shaw

Dates for the meetings in 1984.

★★ NOTE ★★ The meetings have been scheduled for the fourth Tuesday of the month, instead of the last Tuesday (except for December.)

JANUARY 24



FEBRUARY 28



MARCH 27



APRIL 24



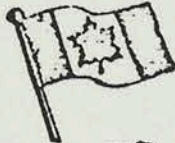
MAY 22



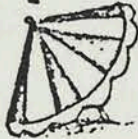
JUNE 26



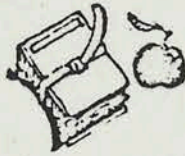
JULY 24



AUGUST ++ NO MEETING ++



SEPTEMBER 25



OCTOBER 23



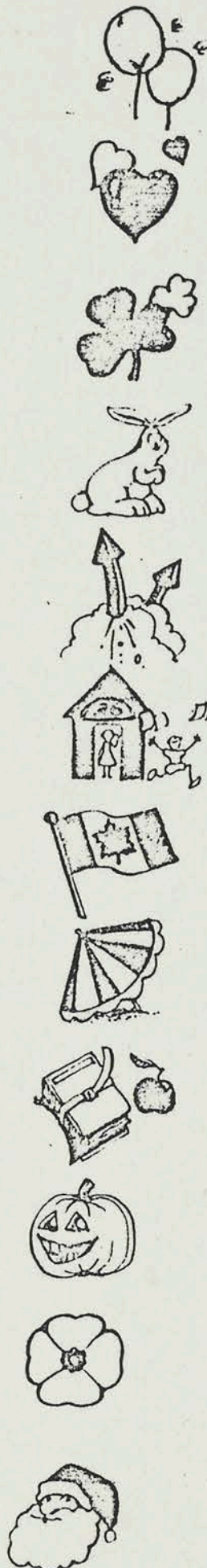
NOVEMBER 27



DECEMBER 18



Here is a list of the dates for which I have reserved the small second floor conference room. We meet (with a few exceptions) on the second Tuesday of the month at 2 p.m. I thought this might be useful if kept handy.



January 10

February 14

March 13

April 10

May 8

June 12

July 10 / 17

August 14

September 11

October 9

November 13

December 11

To date, the only scheduled meetings for this month are:

Tuesday, July 10, 12:30-5:45 AUCE executive meeting

Wednesday, July 11, 2 p.m. Annual evaluation

Tuesday, July 17, 2-3 p.m. LPC Safety Committee

Tuesday, July 24, 10:30-12:30 President's Safety Committee

of emergency. The LPC committee has been meeting once or twice monthly for an hour to finalize this plan.

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