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MINUTES
WEEKLY STAFF MEETING
THURSDAY, FEBRUARY 10, 1983

Mike McManus opened the meeting stating that he was getting positive feedback and that our task force is being viewed as a hard-working, effective organization.

PUBLIC RELATIONS/PRESS INQUIRIES

- 1) Eric Rosenberger cautioned those attending to keep our internal discussions confidential and all written documents secure, in that as time goes on curiosity and gossip will build as we get closer to the Economic Summit.
- 2) Mike McManus stated that Steve Weisman of the New York Times and Tom DeFrank of Newsweek were planning stories regarding the Economic Summit. Eric Rosenberger added that the Washington Post would also be doing a story in the near future.

UPCOMING MEETINGS AND DATES

- 1) Weekly Division Head Meetings - Mike McManus announced that weekly Tuesday afternoon meetings will begin next week with Division Heads or the designated representative plus Dave Bochnovich, Fred Corle and Ken Bastian in an effort to focus on critical path deadlines and to help avoid duplicative efforts in shared areas of concern amongst the individual divisions.
- 2) Weekly Staff Meetings - It was decided after input from Dan Morris, Larry Eastland and Eric Rosenberger that all 10:00 a.m. Thursday meetings would be attended by Division Heads plus one designate from their respective divisions. Hugh O'Neill in his role as Director of Delegation Liaison will also attend.
- 3) Monthly Task Force Meetings - Larry Eastland suggested that there be a meeting once a month of all those directly involved in the Economic Summit.

PAST MEETINGS

- 1) USIA Meeting - Mike McManus reported that he and Eric Rosenberger met on Monday afternoon with USIA Director Charles Wick to discuss a projected Economic Summit Press budget of 3 million dollars.

Outcome: Rosenberger asked to submit a detailed budget on Thursday afternoon to Jim Hackett, Associate Director for Management of USIA, which he has done.

PAST MEETINGS (continued)

2) OMB Meeting

- a) Mike McManus reported that on Thursday afternoon he and Eric Rosenberger met with OMB Deputy Director Joe Wright to discuss immediate minimum funding to take on press personnel. Also, Joe Wright's deputy, Al Keough, was to call Mr. Wick Thursday to discuss Summit funding. Wright will get back to McManus on Monday of next week.
- b) Mike McManus also stated that OMB would give us their support to cut the security clearance time for new personnel in the press division from two weeks to five days.

3) Legal Counsel Meeting

- a) Mike McManus discussed his conversation with White House Counsel Fred Fielding which concerned the legalities of soliciting corporations for goods and services those corporations might donate to the Summit. Fielding's office will send a memo to the State Department regarding the proper procedure.
- b) There is still a question, however, regarding the legality of a USIA sponsored organization accepting corporate donations. McManus will be informed of that legal question in the next few days.

MCMANUS DIRECTIVE

Before ending the meeting with final comments from those in attendance, Mike McManus advised that each person take a hard, critical look at every planning initiative that is presented during our preparation for the Summit. He told the group to ask tough questions and to come up with creative, positive alternatives, particularly in regard to the budget being cost effective. In that regard, Mike McManus asked that all division heads provide him with an updated budget for their operational costs.

FINAL COMMENTS LISTED BY DIVISION:

1) Jeannie Bull/State Department

Jeannie Bull stated that an immediate update regarding equipment needs for the interpreters is critical. Larry Eastland and Dan Morris need to provide information as soon as possible regarding sites where the interpreters will be utilized so that specific interpretation needs can be determined.

Jeannie also feels that communication with the country liaisons will be good considering the designated liaisons are "hand picked" and that most of them have worked previously with many of the staff involved in the Economic Summit.

2) Larry Eastland/Operations

Larry Eastland passed a folder to each individual in which the following was included:

- a) Minutes of Communications Meeting (2/9/83)
- b) The Current Status of Funds (as of 2/9/83)
- c) Summit Staff Telephone and Location Directory
- d) Organizational Chart of the Operations Division
- e) Minutes of the Transportation Meeting (2/9/83)
- f) Agenda for Upcoming Housing Meeting (2/15/83)
- g) New Switchboard Numbers for the Summit (2/14/83)

Larry Eastland encouraged each person to review each article to be certain that the enclosed is what we agreed upon, and if not, to call whatever discrepancy arose to his attention. He too echoed Rosenberger's earlier remark to keep the enclosed information within the Summit organization.

Eastland also said that housing numbers were growing quickly and that all room requirements and amounts must be given to him by Tuesday morning.*

3) Eric Rosenberger/Press

Eric Rosenberger reported that he had received the press segment of the questionnaire from the Canadians. The due date for all questionnaires is this Friday, February 11*.

4) Norm Beatty/Colonial Williamsburg Foundation

Norm Beatty asked that we keep Tuesday and Wednesday as weekly days in which to visit Williamsburg. He commented that the critical path is only as useful to him as it is specific in terms of stated requirements. The school essay contest -- an earlier proposal to create more immediate awareness of the Summit -- was placed as a low priority.

5) Dan Morris/Advance

Dan Morris distributed his most recent schedule which includes the projected plans for the first three days of the Summit. He reiterated Mike McManus' comments that each person take a hard look at the schedule and to report any suggestions to him before the next scheduling meeting at 2:00 p.m. on Monday, February 10.

6) Hugh O'Neill/Foreign Delegation Liaison

Mike McManus responded to Hugh O'Neill's query by stating his preference that visiting country representatives come to Williamsburg for the first advance tour slated for March 9-16. O'Neill will meet with Dan Morris and Tom Holman on Monday to discuss housing arrangements. All final housing arrangements are due next Thursday, February 17*.

7) Dave Bochnovich/Critical Path

Dave Bochnovich commented that the longest lead time would be particularly necessary for construction projects. He emphasized that deadlines on the critical path are all interdependent, and that the initiator of a given project is critically significant if the final deadline -- which eventually includes others -- is to be met. He emphasized that deadlines must be met and schedules adhered to in order to avoid slippage which would cause additional and higher costs. He stated that a summary synopsis of met and not met goals will be provided; the first of which to be distributed prior to Tuesday's weekly meeting with Division Heads*.

8) Ken Bastian/Personnel

Ken Bastian asked that a revised edition of all division organization charts be given to him by close of business today*, and asked that anyone experiencing personnel difficulties to see him immediately following the meeting.

Finally, Mike McManus announced that all contracts and purchase orders which apply to Summit sites should be given to him for review. The deadline for those orders will be set after the Williamsburg trip today.

ACTION ITEMS

DUE DATE

ACTION OFFICER

- | | | |
|---|---|---|
| 1) Suggested changes for Summit Advance Schedule distributed February 10 | 2:00 p.m. Monday, February 14 | Division Heads to Dan Morris |
| 2) Joe Wright's report concerning USIA Personnel Security Clearance and Funding | Close of Business, Monday, February, 14 | Joe Wright to Mike McManus |
| 3) Updated operational costs by Division and quotes on contracts | Close of Business, Monday, February, 14 | Division Heads to Mike McManus |
| 4) Latest projected housing numbers among responsible agencies from Division Heads | 1:00 p.m. Monday, February 14 | Division Heads to Larry Eastland |
| 5) Critical Path synopsis | 4:00 p.m. Tuesday, February 15 | Dave Bochnovich for McManus meeting |
| 6) Latest projected housing arrangements | 10:00 a.m. Thursday, February 17 | Larry Eastland for Weekly Staff Meeting |
| 7) Memo from White House Counsel Fred Fielding to Mike McManus concerning legalities of USIA and State accepting corporate donations for the Summit | Close of Business, Friday, February 18 | Fred Fielding to Mike McManus |

(see attached calendar for scheduled meetings)

WEEKLY STAFF MINUTES
FRIDAY, FEBRUARY 17, 1983

Mike McManus opened the meeting by providing the following budget information:

USIA BUDGET

- o OMB has stated that 1 million to 1.5 million is available from USIA to budget the press operation.
- o There may also be funding available from Commerce (1 million or 1.5 million).
- o \$100,000 has already been assigned which will be used for personnel in the Press Division.
- o \$240,000 is now available but, it is being held by USIA until they are provided specific purposes for the use of the money.
- o USIA is holding monies apparently wanting more specific line items. Line items need to be specified, not generalized.
- o Eric Rosenberger will confirm monies with USIA. If confirmation of monies cannot be accomplished verbally and directly, Rosenberger will arrange meeting with McManus, Wick, Wright and himself to resolve.

PRIVATE SECTOR INITIATIVES

- o Mike McManus informed those in attendance that the meeting that was to be held today with Mike Deaver and Mike McManus with the TRW representative was cancelled. McManus will pursue this. He stated that their idea is to designate a representative from TRW within the top management to spearhead the technology showcase.
- o Mike McManus also stated that he had talked to Fred Mallock of Marriott in regards to the press food fair and that Mallock expressed reservations about contributing efforts to the Summit in Williamsburg but, that Mallock would talk with individuals in the management area.
- o Mike McManus has talked with Red Cavaney, Deputy Assistant to the President for Public Liaison, about setting up a meeting with various food corporations. The intent of this meeting will be to receive a commitment from one vendor causing others to follow in line and commit also.
- o Mike McManus stated that he would like the Summit staff to begin putting together a "private sector initiative". This initiative would necessitate listing the needs the Summit may have for various corporations (i.e., IBM, Xerox) to become involved in the Summit operation.

(cont.)

PRIVATE SECTOR INITIATIVES (cont.)

- o Fred Corle will be responsible for organizing this private sector initiative.
- o Jack LaCovey stated that he learned, through a conversation with a Coca Cola representative, other corporations are not warm towards the idea of contribution to the Summit effort because they have had previous difficulties breaking into the Colonial Williamsburg market.

DEAVER/CLARK BRIEFING

- o It was decided that the briefing for Mike Deaver and Bill Clark planned for tomorrow will be limited to scheduling aspects of the Summit.
- o This meeting will be Friday, February 18 at 2:00P and the attendees will be Mike Deaver, Bill Clark, Mike McManus and those designated by Bill Henkel from the Summit Advance staff.
- o Dan Morris is to review scheduling questions already submitted by Ken Bastian and prepare additional questions if necessary.
- o Press is to provide the press center site alternatives and recommendations in a memo to Mike McManus by Friday morning, February 18.

Mike McManus informed those in attendance that the memo from Mike Deaver regarding the 1983 Summit of Industrialized Nations being a White House function has been sent to Ed Hickey. Mike McManus and Bill Drennan will talk about the specifics.

SECURITY

- o Mike McManus would like copies of the security I.D. draft proposal that was done by Tom Holman provided to the Division Heads. Copies, thus far, have only been provided to Advance. Bill Henkel and Dan Morris are to speak to Holman.
- o Mike McManus stated that the pins submitted by the USSS are not acceptable. He would like the design changed to be representative of Williamsburg. Dan Morris is to speak with Tom Holman about creating a new design.
- o Emily Ford is to speak to Tom Holman regarding security representation at every staff meeting.

Mike McManus then asked for comments/suggestions from those in attendance; they are listed by subject matter:

OPERATIONS

- o Norm Beatty would like to discuss with Larry Eastland alternatives for housing.

OPERATIONS (cont.)

- o Larry Eastland will provide projections for housing on Monday. Real numbers vs. projected numbers for room accommodations need to be provided by close of business on Monday, February 21, 1983.
- o Larry Eastland stated the importance of the Operations staff moving to Williamsburg early so that they can prepare more effectively for the staff move on April 18.

WILLIAMSBURG TRAVEL

- o Tuesday, February 22 will be a travel day to Williamsburg.
- o This trip will consist of a full site survey, looking at sites and lighting for the press, discussing contracts and press construction, surveying housing/site alternatives and surveying communications. Fred Corle will bring Jebb Turner of Turner Construction on this trip to survey construction for the press.
- o Information for this trip should be provided to Emily Ford on Friday, February 18.

PRESS

- o Eric Rosenberger announced that Dan Denning is now on board and that Jane Donaldson will be responsible for the paper flow and critical path for the Press Division.
- o Ken Bastian stated that there will be an overlap with the accommodations, transportation and communication within the Press Division (Dan Denning's responsibility) and the Operations Division.

QUESTIONNAIRE

- o The deadline for returning completed questionnaires has not been met by most Delegations.
- o The Delegations will be asked to return the questionnaires incomplete but, to include immediate needs, i.e. rooms. They will then be asked to resubmit the questionnaire.
FOLLOW-UP: Jack LaCovey is to contact all embassies by close of business, Monday, February 21 to receive latest numbers for accommodations for traveling press Delegations. Those numbers are to be given immediately to Larry Eastland.

WILLIAM AND MARY

- o Larry Eastland stated that William and Mary is not interested in "profiting" from charges for office space, etc. They are only concerned with covering out of pocket expenses.

(cont.)

WILLIAM AND MARY (cont.)

- o Mike McManus presented the idea of providing a representative, possibly from the White House, to speak at the College at some time. He also suggested that we should host a dinner for the college officials.

WILLIAMSBURG OFFICE SPACE

- o Larry Eastland provided material indicating the assigned office space in Williamsburg at the Student Center.
- o Eric Rosenberger stated his concern regarding the lack of office space for the Press Division in Williamsburg. Larry Eastland offered to provide some office space assigned to the Operations Division to accommodate the needs of the Press Division.
- o Larry Eastland informed the group that there is a total of 14,000 square feet available for office space in addition to the eating facilities.

COMMUNICATIONS

- o Larry Eastland also provided material covering the Data Management System. Needs for staff should be given to Larry Eastland for consideration in this system. This system will also be used for names for thank you letters.
- o Volunteers being utilized for handling general information inquiries and having a dedicated line for this purpose was discussed and under consideration.

ACCOMMODATIONS

- o The need for two holding rooms was discussed; one provided for operations and security and one for the press.
- o There are 16 suites available for the Delegations. There will be a suite available for the 2 senior officials from each Delegation.
- o Parking will be available. Larry Eastland stated that it would be preferable to assign parking by area as opposed to general parking access. Parking will be provided for the press. There is a parking lot available at the Student Center which is being considered for the motorpool site.
- o Currency exchange is under review now. Larry Eastland is waiting for a decision from Treasury to determine if they can provide this service. If not, alternatives for these facilities are already under review.
- o Norm Beatty and Larry Eastland will put together a medical facilities plan. Norm Beatty will talk with a White House medical unit designee about these facilities.

(cont.)

ACCOMMODATIONS (cont.)

- o There will be a follow-up by the Press Division to the press corps regarding room reservations. The press will be on their own to obtain reservations.
- o Firm numbers are needed for the Advance Division for accommodations.
- o Individuals requiring accommodations for the evening of the State Dinner (i.e., caterers, entertainers) will need to be provided.

CRITICAL PATH

- o Dave Bochnowich stated that slippage is occurring in three areas: 1) press personnel 2) USIA budget and 3) accommodations.
- o Press briefing room needs to be decided next week and contract needs to be drawn with USIA and William and Mary.
- o William and Mary needs should be further discussed regarding graduating, finals, etc.
- o Jack LaCovey is negotiating with USIA for press expenses.
- o Norm Beatty needs to continue being fed specifics that he needs to work with.
- o Pat Malloy stated that if deadlines given cannot be met to please let him, Ken Bastian or Fred Corle know.

TELETECH

- o Pat Malloy stated that Time Life, Inc. will provide a new system, (teletech unit) to the Summit operation at no cost. He stated that this unit can hold as many as 1,400 pages of information and possibly as many as 2,400 pages.
- o Pat Malloy and Larry Eastland will need to discuss the coordination and the possibility of this system considering the data management system the Eastland is already providing. Is this teletech system necessary?
- o To pursue this system further, Pat Malloy will need numbers of terminals that may be needed from the Divisions.

-END-

ACTION ITEMS

- 1) Memo regarding press center site alternatives and recommendations
- 2) Room accommodation numbers
- 3) Housing projections
- 4) Contact embassies to obtain room accommodation numbers

DUE DATE

a.m., Friday,
February 18

Close of business,
Monday, February 21

Close of business,
Monday, February 21

Monday, February 21

ACTION OFFICER

Eric Rosenberger to
Mike McManus

Division Heads to
Larry Eastland

Larry Eastland to
Mike McManus

Jack LaCovey

WEEKLY STAFF MEETING MINUTES
THURSDAY, FEBRUARY 24, 1983

SCHEDULE

- o The scheduling meeting with Mike Deaver and Bill Clark was held. The following changes and alternatives were reviewed:
 - The service on Sunday at Bruton Parish should include the regular parishioners with the Heads placed in the front rows. Security needs will need to be discussed with Tom Holman.
 - Following the service the Heads will proceed to the Capitol for Heads only meeting, and there will be a 10 minute press opportunity.
 - There will be press pool only coverage for the day.
 - Following the "Heads only meeting" Heads will proceed to the Williamsburg Inn. There will be a 10 minute break for the Heads at the Inn. The 10 minute press opportunity originally scheduled prior to each expanded meeting is to be cancelled.

- o Following are topics that need to be discussed further:
 - A decision on a photo opportunity in the morning.
 - Subject of briefing by Secretary Regan for the group.
 - Subject of briefing by each Finance Minister.
 - A decision on the translation method for the Joint Statement.
 - A decision on a possible sherpa meeting with Heads after dinner.
 - A decision on bi-lateral meetings in Williamsburg. (Most of the bi-lateral meetings will be held in Washington prior to arrival in Williamsburg, but delegations may request bi-laterals upon arrival in Williamsburg.)
 - Jim Baker, Mike Deaver and Bill Clark have agreed and know they will not be included in meetings. Other countries need to be informed and agree to the same.

PRESIDENT REAGAN'S ARRIVAL

- o It has been decided that the President will now arrive on Friday.
- o Mike McManus, Tom Holman and Norm Beatty will need to discuss necessary arrangements for this early arrival.

BUDGET

- o Mike McManus is to meet with Gil Robinson today at 2:00P.

(cont.)

BUDGET(cont.)

- o The purpose of this meeting is to see how they are approaching the financing.
- o It will be explained that the line items are presently general, i.e., the line item for construction also includes food and drink. USIA will be provided a more specific budget before determination of financial responsibility can be assigned.
- o The approach that USIA should be responsible for 7/8 of the requested \$3,000,000 as opposed to their stand to provide 1/3 of this amount will be taken so that this flexibility will be available. It will not actually be a request for this 7/8 but, an explanation that there are eight countries involved in this Summit therefore, seven of these countries should actually be the responsibility of USIA.
- o Larry Eastland will identify communications and housing costs for the 2:00P meeting with Mike McManus and Gil Robinson.
- o OMB says there may be more money available from the Commerce Department and the State Department.
- o Eastland and Corle will need to compile a dollar estimate of upcoming day by day costs. Before doing so, they need actual anticipated costs of line items from Division Heads.
- o Costs for personnel and travel by staff provided by the State Department is to be considered a State Department expense, and not to be incurred by the budget provided for the Summit.
- o A format for approval of large costs (i.e., construction, communications, accommodations) was discussed. Mike McManus would like an approval format established listing items such as: 1) Cost 2) A list and explanation of other alternatives at lesser cost (with dollar amount) which have been reviewed 3) Reasons for not using lower cost alternatives and 4) Recommended action. Fred Corle is working on this approval format.

SECURITY

- o The final security draft/proposal has been completed, but needs to be reviewed by all Division Heads. A copy will be provided today to be routed to all Division Heads to review and prepare comments. Mike McManus will meet with all Division Heads to review this security plan tomorrow.
- o Tom Holman will provide samples of the security/I.D. pin that is more representative of Williamsburg.

(cont.)

PERSONNEL

- o It was stated that it was taking too much time to process personnel contracts after the initial paperwork leaves the Summit office.
- o Contracts have not been provided for signature for the majority of individuals who have been on board since the beginning of February. Phil Walls stated that these contracts would be coming over for signature today or tomorrow.

TECHNOLOGY

- o A meeting was held yesterday with a representative from TRW, with Mike McManus.

The following ideas were suggested by TRW:

- Use cellular type telephones that could be carried by individuals for the Heads to use to speak with their representatives.
 - Apparently the teletech instrument mentioned in the last staff meeting is not unique, but would be a useful piece of equipment to use. For instance, photos of various places in Williamsburg could be pulled up on the screen.
 - The video disc was also discussed. It could be used to pull up various sites the Heads would be going to, etc.
 - A chalk board effect could also be used. For instance, notes written and pulled up by receiving party.
 - A system similar to the one WHCA uses for visual communication which would enable parties to view recent news casts from the respective countries.
- o TRW is to continue the search for additional options.
 - o Jack LaCovey mentioned a need for T.V. sets for the delegations and others with cable television.

QUESTIONNAIRE

- o The embassies will be contacted and will be given an accommodation deadline of March 10. After this date, they will be on their own.
- o Larry Eastland, Dan Morris and Hugh O'Neill are to get together to discuss requirements for accommodations.
- o Jack LaCovey stated they still need numbers for accommodations from the press delegations. Great Britain and Japan have submitted their numbers.

(cont.)

DIVISION HEAD BRIEFINGS

- o It was suggested that each Division Head give a 5 minute briefing to update others on various activities taking place in their division. It was decided that this would take in the Monday Division Heads meetings. Larry Eastland will give the first briefing on Monday, March 7 on our plans for moving to Williamsburg.

INTERNAL OPERATIONS

- o Each division stated that they were set and felt comfortable with the office space they have been assigned.
- o The turn-around time for the production of the stationery for the Summit is taking too long. Emily Ford is trying to expedite the process and has submitted designs for samples which should be returned tomorrow. Note pads and non-personalized business cards will also be produced.

PRESS CENTER CONSTRUCTION

- o Dave Bochnowich stated that he will be negotiating for the William and Mary contract tomorrow with Dan Denning.
- o Bochnowich hopes to have a formal contract by next mid-week.
- o His main objective for tomorrow is how to go about with extensions needed. "The Cadillac Approach" compared with a "Chevette Approach". He will discuss William and Mary providing financing for expansion that is needed anyway in the long run for the College that will be necessary for the operation of the Summit.
- o Bochnowich will also explore additional alternatives to the current so-called "Cadillac Approach". He will explore at least two other alternatives.
- o By March 15 the construction should begin and complications for William and Mary should be known (such as schedule conflicts with final examinations and graduation).
- o Dan Denning has been established as the action person from the Press Division for all press construction matters.
- o A possible meeting with the Governor of Virginia and other state government officials was discussed. It was suggested that Mike McManus, Pat Malloy and/or other individuals meet on this subject to decide how and if this approach should be taken. It could be recommended to the Governor that it might be possible for the State to pay a percentage of the expenses that would effect state owned properties such as the College of William and Mary. It would be appropriate for someone from the White House i.e., Mike McManus to approach the Governor.

(cont.)

CRITICAL PATH

- o Dave Bochnowich stated his concern with deadlines not being met. Missing deadlines is causing a delay for other areas and for other deadlines. It also causes a delay for the contracts.
- o Bochnowich will start providing starting dates as well as end dates for deadlines since some of the due dates are past. He will start meeting with each individual to work on these deadlines and have follow-up meetings if necessary.
- o The necessity of applying staff time to help with other division deadlines was discussed. It was mutually agreed that each individual division would be willing to contribute time and efforts to help meet all deadlines.
- o Bochnowich stated the importance of a control process for the budget. After receiving approval for cost figures, the figures for operational costs should be fed to Larry Eastland. Bochnowich stated his concern for unforeseen costs, etc. Ken Bastian and Fred Corle will help monitor this process.

FOREIGN ADVANCE VISIT - MARCH 8, 9, and 10

- o The first site survey for foreign advance teams will be held March 8, 9, and 10.
- o Hugh O'Neill will provide room requirements for these dates to Larry Eastland and Norm Beatty.
- o Dan Morris is to have action on finding availability of the Inn and locations for the delegations during this visit.
- o An introduction of the various innkeepers to whom the foreign delegations are assigned to will take place during this visit. They will then be on their own for handling all accommodations directly with the innkeepers following this visit.
- o A follow-up letter will then be written to the delegations confirming that they are now to deal directly with the innkeepers. A copy of that letter will be sent to Norm Beatty and the innkeepers.
- o It is preferable to house all the foreign advance teams in the Williamsburg Inn on this visit. If this is not possible, each team will be housed in the inn they are assigned to during the Summit.
- o Jack LaCovey stated that he thought it necessary to have representatives from the Summit Press Division on this visit.
- o There will be one representative from Security on this visit.

(cont.)

ADVANCE

- o Dan Morris stated his need for a tent contractor. Colonial Williamsburg has someone they use. Morris will get together with this representative.
- o There will be a scheduled tour at some time for the Ambassadors in which Mike McManus and designated others will participate.
- o The interpreters have evaluated their equipment needs and will review alternatives.
- o The subject of the briefing rooms for the Heads was discussed at length. A decision on the location, after looking at alternative sites, which include William and Mary Hall and designated hotels, and costs, needs to be made.

MILITARY

- o Bill Drennan introduced John Nettles as the Deputy for the Summit Military Division.
- o Drennan stated that the pilots will always be prepared 30 minutes prior to scheduled times. If an earlier or later departure is required, the Marines should be given notice at least an hour ahead of the original time.
- o One individual for each trip should be appointed the contact for the pilots. This will be given to Drennan/Nettles by Emily Ford for each trip.
- o Caution was expressed against "offering rides" on the helicopters to unofficial parties.

PERSONNEL AND CRITICAL PATH COMMENTS

- o Ken Bastian stated that most of the hiring of personnel has been completed and that he will now be meeting regularly with Division Heads on matters involving each division.
- o After meeting with Fred Corle and Dave Bochnowich to discuss management and financial significance involving the critical path, Bastian will then be prepared to become involved with critical path deadlines.

OPERATIONS

- o Larry Eastland provided material (please review material provided by Larry Eastland in this meeting) regarding progress in their division.
- o Estimated costs for communications was provided. He informed the group that WHCA is providing a Board that will save the Summit \$60,000.

(cont.)

OPERATIONS(cont.)

- o Larry Eastland should meet with Mike McManus today to discuss costs.

PRESS

- o Jack LaCovey raised points of discussion and input needed from the White House press office. LaCovey will provide memos outlining discussions and input needed to Mike McManus and Larry Speakes on the West Coast next week. McManus, Speakes, Rosenberger and LaCovey are to then discuss these issues.
- o Notification of March 10 deadline for housing accommodations to the White House Press Corps was released.
- o Concern of transportation for press was expressed considering an addition of 2,500 press participants. It was stated that the transportation plan should be focused on and finalized.

COLONIAL WILLIAMSBURG FOUNDATION

- o Norm Beatty brought up the point that some areas in Williamsburg were not in the Colonial Williamsburg Foundation's realm (i.e., streets, public parks and school buses), and that some legislation will need to be passed. He stated that this would probably not be a problem, but that it would need to be focused on.
- o It was stated that Al Lowry, with the Colonial Williamsburg Foundation, had been contacted about plans for a briefing for the local Williamsburg press so that they are informed properly. Jack LaCovey will follow-up with Norm Beatty next week to select a press briefing date.

SECURITY

- o Tom Holman discussed name checks for various individuals who would be involved with the Summit (i.e., volunteers, caterers, and entertainers for the dinners). Information on such individuals will be provided to him by Larry Eastland.
- o It was stated that all Finance and Foreign Ministers will be staying at the Williamsburg Inn.
- o It was stated that a credentialing notice was to be sent on March 15 with a return deadline of April 15.
- o Tom Holman has provided names and their respective areas of responsibility from his staff.

- END -

WEEKLY STAFF MEETING MINUTES
THURSDAY, MARCH 3, 1983

Pat Malloy, chairing the staff meeting this week, opened with the following points:

- o All press inquiries of any nature are to be routed through Jack LaCovey and LaCovey is to inform Mike McManus of these inquiries.
- o It was announced that Gilbain Construction will do the work for the Press Center at cost. This will be a savings of \$50,000 to \$150,000.
- o Dan Denning is to meet with USIA regarding funding from USIA for the Press Division.
- o March 10 continues to be the deadline for Summit staff involvement in reserving hotel rooms for the press and foreign delegations.
- o Norm Beatty is needing budget estimates from each division. Providing this information to Beatty is to be treated as a priority.
- o Line items for the State Department budget need to be more definite. Fred Corle will be working on these more definite line items for the budget. Each division is to provide more specific costs and items (i.e., phone services) so that the line items can be updated.

INTERNAL PROCEDURE FOR EXPENDITURES

- o All expenditures costing over \$5,000 must first be approved by the Head of the Division where the expense is being requested from. After approval from the appropriate Division Head, the request must then be sent through Mike McManus or Pat Malloy for final approval.
- o Expenditures costing under \$5,000 must be approved by the Head of the Division where the expense is being requested from and is to have received prior approval from the Office of the Administrator.
- o All expenditures for internal office equipment must be sent through Emily Ford for approval.

FOREIGN ADVANCE SITE SURVEY

- o Jack LaCovey, Tom Holman and Ed German (USSS) will also participate in the Foreign Advance to be held March 9 to 10.
- o Five delegation liaisons will go to Williamsburg Monday, March 7 and depart Thursday, March 10 for a site survey.

(cont.)

FOREIGN ADVANCE SITE SURVEY(cont.)

- o Norm Beatty is to check to see if access is available to all Heads of State rooms during this visit.
- o Dan Morris announced that the second Foreign Advance visit is now scheduled for April 21 to April 26.

PRESS

- o Jack LaCovey stated that there will be a post office facility available at the press center.
- o LaCovey has also researched the possibility of a travel desk at the press center. There is a possibility of donated equipment for this service.
- o LaCovey inquired as to whether there would be a security risk involved with publishing press schedule changes on a video screen. Tom Holman expressed slight hesitation indicated if restricted to press schedule only it could be allowed. Tom Holman and Jack LaCovey should discuss in more detail once equipment is decided upon and what type of information will be viewed.
- o Pat Malloy confirmed that the briefing rooms will be at William and Mary Hall and that second briefing rooms could be set up at the hotel sites for the delegations that the delegations would pick up the expenses for the second briefing rooms if desired by the delegation.

PRESS CENTER CONSTRUCTION

- o Dan Denning stated that Gilbain Construction was prepared and optimistic about moving ahead with construction on schedule for the press center.
- o Pat Malloy stated that the costs for the press construction were unacceptable and that the costs will have to be reduced. Malloy and Dave Bochnowich are to discuss these line items in more detail.

OPERATIONS

- o Larry Eastland distributed updated material on progress in the Operations Division (please review material provided by Eastland in this meeting).
- o Questions regarding various budget projections should be discussed with Eastland outside of staff meetings.
- o Input regarding the necessity of an emergency generator should be given to Larry Eastland. By the first of next week a decision will be made as to the need for back-up power.

(cont.)

OPERATIONS(cont.)

- o Accommodation requirements should continue to be fed to Larry Eastland as soon as possible.
- o Scopes of work for operational costs should be provided to Frank Rheinhold by close of business Friday, March 4. Frank Rheinhold will then provide a more detailed line item budget to Pat Malloy and Mike McManus by close of business Monday, March 7.
- o Eastland will investigate costs for pagers.
- o Hotel sites for the delegations must be finalized by close of business Wednesday, March 9 to be provided to Norm Beatty.

CRITICAL PATH

- o Dave Bochnowich reminded the staff that he will now be using start dates as well as due dates for deadlines.
- o Bochnowich stated the importance of focusing on the timetables previously committed to.
- o The importance of completing the contracts with William and Mary as well as the contract with the Colonial Williamsburg Foundation was discussed. The contract with Colonial Williamsburg needs attention and will begin negotiations as scopes of work for costs and items/work needed are finalized.
- o Bochnowich again stated that he would meet with individuals regarding budget and other items of progress with deadlines.
- o Bochnowich will be providing aerial photographs of the various accommodation, transportation and communications plans. Aerial photographs of security elements will be discussed with Dave Bochnowich and Tom Holman before distribution.

COLONIAL WILLIAMSBURG FOUNDATION

- o Norm Beatty stated the importance of providing information through one contact person, Emily Ford, and to keep this information to Ford updated in order to keep Colonial Williamsburg apprised of all necessary information.
- o Norm Beatty will discuss with Dan Morris pending questions Beatty has regarding advance staff needs.
- o Beatty is still working on accommodation arrangements for the AIA and will keep the Summit apprised.
- o Beatty announced that all the volunteer forms have been completed and Larry Eastland requested that Beatty discuss this project with him and Becki Edwards following this meeting.
- o Norm Beatty inquired if the use of high tech. equipment had been decided upon and Pat Malloy stated that it was still under review.

(cont.)

SECURITY

- o Dan Morris stated that a decision had been made that the EEC was not qualified to be covered by SY. There will be further review to resolve how this security will be handled.
- o Tom Holman has prepared a memo to Mike McManus providing contacts for the USS lead advance coordinators and site advances. He would like the same information provided to him for delegation liaison advance contacts. Dan Morris and Hugh O'Neill should provide this information to Holman.
- o Holman stated that the new pin production was moving along as soon as the logo proof was received and that the samples would be provided to McManus.
- o Tom Holman discussed at length his strong concerns regarding the press movements. He is very concerned about security because of the excessive number of press movements in the secure area currently being proposed. Security will be very difficult to control and enforce if these movements are not minimized. His concerns are specifically with opening the secure area for press movements being proposed on Friday and Saturday. Pat Malloy stated that Mike McManus is very aware of this concern and it's resolution is a top priority for McManus.

-END-

ACTION ITEMS

<u>ACTION ITEMS</u>	<u>DUE DATE</u>	<u>ACTION OFFICER</u>
1) Scopes of work for operational costs.	Close of business, Fri., March 4	Division Heads to Frank Rheinhold
2) Privately Owned Automobiles being taken to Williamsburg for duration.	Close of business, Fri., March 4	Individual to notify Dave Balfour
3) Updated budget by line item.	Close of business, Mon., March 7	Frank Rheinhold to Mike McManus and Pat Malloy
4) Accommodation requirements	Close of business, Mon., March 7	Division Heads to Larry Eastland
5) Decision on necessity of power outage/emergency generator	Beginning of week of March 7	Larry Eastland
6) Hotel site assignments for foreign delegations	Close of business, Wednesday, March 9	Larry Eastland

WEEKLY STAFF MEETING MINUTES
FRIDAY, MARCH 11, 1983

The meeting was opened with comments concerning the upcoming Sherpa meeting and comments regarding items of discussion which will occur in this Sherpa meeting:

- There was discussion as to whether or not the Heads of State meetings should be visualized for viewing by the notetakers/personal representatives. This would eliminate the intention of these meetings being restricted to the Heads only so that the Heads would feel at liberty to have "open discussions."
- Discussion as to whether or not the Heads of State meetings should be longer than forty-five (45) minutes.

The question was raised as to what leverage the U.S. has as host to the Summit. It was stated that the U.S. would go into this Sherpa meeting being held in San Diego with definite decisions and opinions on topics that would be under discussion.

Mike McManus stated that positive comments had been made regarding the Foreign Advance survey March 9 and 10. Dan Morris had the following comments to make regarding this Foreign Advance:

- The EEC requested security only for the President of the EEC, Gaston Thorn. The EEC did not request security for the ministers. Jack Fox (USSS) stated that Thorn does fall under the USSS.
- Each delegation is pleased with the housing accommodations assigned to them.
- Dan Morris stated that he thought the schedule use for the Foreign Advance surveys was appropriate, that the Langley survey did not need to be as extensive.
- Dan Morris was approached by some of the delegations asking how the spouses of the official delegations would be accommodated (i.e., transportation, schedules). Mike McManus stated that accommodations, etc. for spouses would be the responsibility of the appropriate Embassies.
- Mike McManus stated that there will be seven (7) bi-lateral meetings in Washington before the Summit (preferably prior to the week preceding the Summit)

(cont.).

OPERATIONS

- Larry Eastland distributed information regarding progress in his division (please review material distributed during this meeting).
- There will be a cost savings for phone services that brings the budget for communications under the original cost.
- Larry Eastland stated that projected costs for travel and per diem have put us over the projected budget for travel. He stated that if the interpreters and translators are not charged against the Summit budget it can be brought down within the projected budget, otherwise, we will be over this budget.
- Eastland stated that the Summit is under the budget for communications.
- Eastland stated that the cost for office expenses in Williamsburg is projected at \$75,000 as opposed to the \$250,000 originally projected.
- Progress has been good on working with the costs for transportation vehicles but there exists a problem regarding how to, and who will, cover the cost for insurance. Eastland will provide a follow-up report for covering the insurance for the automobiles used in Williamsburg in the Division Heads meeting Monday, March 14.

BUDGET

- Mike McManus announced that he has prepared a memo to Jerome VanGorkum, Assistant Secretary, Department of State, regarding the State budget for the Summit. In his memo, he states what he considers to be appropriate cost items to be applied against the \$2.94 million that has been allotted for the Summit. McManus stated that this \$2.9 was to be used for the hosting of the Summit only (expenses for the Sherpa meetings, travel for interpreters, travel for permanent State Department employees, etc.) would not be considered appropriate Summit hosting costs. These costs should be applied to another State Department budget.
- McManus stated the importance of not expanding the "Summit Budget" in view of the fact that this budget, as the budget for hosting the Summit, would be the most publicized budget and that it would be in everyone's best interest not to include "non-host" related items in this budget.

(cont.)

BUDGET (cont.)

- It was stated that it would be preferred to apply the same guidelines to expenses appropriate for U.S.I.A.
- The Colonial Williamsburg Foundation provided to the Summit, a preliminary budget breakdown. Larry Eastland views the costs of this proposed budget as high, but feels confident that these costs can be brought way down.

MILITARY

- Bill Drennan announced, after reviewing safety hazards and discussing with Norm Beatty the damage of using the Williamsburg golf course and Market Square as a routine landing zone, that the pad at Jamestown would now be used for a routine landing for the helicopters, with the exception of using the golf course and market square for practice runs for the horses.
- Drennan asked that he be notified as soon as possible about any stops at Langley for surveys, so that he may notify the appropriate representatives at Langley.
- Drennan is to have a decision in the next Staff Meeting, Monday, March 17, 1983., regarding support services that can be provided to the Summit by the Military office and White House Communications Agency guidelines for billings for passengers who are not part of the Summit staff riding on helicopters, etc..

CRITICAL PATH

- Dave Bochnowich stated that the Advance Division was on target with their deadlines for the critical path.

PRESS

- Dan Denning stated that the final drawings for the press center would be completed and ready for distribution today or Monday, March 14.
- Denning stated that the Press Center plan would be ready for presentation on Monday, March 14.

(cont.)

PRESS (cont.)

- Denning stated that USIA had several meetings with Committees on the Hill regarding the Summit budget and that the response from the Hill was positive. Denning will proceed with a letter to USIA confirming monies and guidelines for this budget.
- LaCovey stated that he received no complaints from the foreign delegations regarding press activities/arrangements.
- LaCovey inquired as to who would be the responsible source for providing lighting for the Summit. Drennan responded that WHCA is responsible for lighting "as a last result." In other words, if all alternatives have been exhausted, WHCA usually works directly with the networks and local affiliates to review their needs and see what lighting they are able to support. LaCovey is to coordinate determination for this responsibility with WHCA and Bill Drennan.
- LaCovey stated that there are a series of answers needed for guidance in the Press division (i.e., who is authorized to provide live interviews, what information can be released). McManus requested that LaCovey compile a listing of these questions to submit to him for review and appropriate guidance.
- It was asked whether the briefing by Secretary Regan on Sunday would be on the record. It was confirmed that this briefing would be on the record.
- LaCovey raised the question of the possibility of the press being positioned at the arrival of the Heads in Williamsburg. There was discussion of bringing them in as pools on the aircrafts of the various Heads. Dan Morris suggested that this may cause problems with the overall advance schedule. LaCovey and Morris are to discuss the positioning of the press upon the arrivals and view the problems that may be caused for both groups. LaCovey and Morris are to discuss this in the Monday Division Head Meeting.
- LaCovey is to present a report on the cost and structure of the proposed travel office and post office on March 14th in the Division Head Meeting.

COLONIAL WILLIAMSBURG FOUNDATION

- Norm Beatty stated that he thought the foreign advance surveys went well.

(cont.)

COLONIAL WILLIAMSBURG FOUNDATION (cont.)

- Beatty agreed with Eastland's intention to cut the budget that CWF has submitted.
- Scheduling of the closure for the security area prior to President Reagan's arrival and security sweeps were discussed. Beatty needs dates as soon as possible. Jack Fox will discuss with Tom Holman these requirements and arrange for representatives from TSD to travel to Williamsburg next week to review their needs. Tom Holman is to provide information regarding the necessary lead time in the staff meeting, Thursday, March 17th (following TSD's survey in Williamsburg).
- Beatty asked if there were any plans to arrange for ticketed events during the Summit. Mike McManus stated that there will be no ticketed events.
- Beatty stated again that the local press need to be given a press briefing regarding the Summit. Jack LaCovey and Beatty should discuss this briefing and set a date to hold this briefing. (LaCovey is to provide a fact sheet of Summit information before this briefing can be held. A deadline needs to be set for the completion of this fact sheet.)
- Beatty announced that the City Council will pass a resolution closing the town of Williamsburg for the period of time the Summit is being held.
- It was stated that the CWF has compiled a number of volunteers and complete volunteer information. It was stated that Becki Edwards would be handling the organization from within the Summit for volunteers. Mike McManus has someone in mind to assign full-time for working with the volunteers in Williamsburg.

MOVE TO WILLIAMSBURG

- Larry Eastland has distributed materials to each division requesting final accommodation numbers needed, dates of moves and departures for individuals, equipment and furniture needed for each division, and notification of those bringing their personal automobile to Williamsburg. This information must be provided to Eastland by close of business today, March 11th.
- Current information regarding the move to Williamsburg (names, dates, costs, etc.) will be provided to Mike McManus following this meeting.

(cont.)

MOVE TO WILLIAMSBURG (cont.)

- Presently, there appears to be 230-250 individuals involved with the Summit needing accommodations beginning March 25th for the duration. Eastland will provide final accommodation requirements to Norm Beatty and other appropriate contacts next week.

PERSONNEL

- Division Heads should discuss needs for additional paid staff and/or volunteers to Ken Bastian by Wednesday, March 16, 1983.

- END -

WEEKLY STAFF MEETING MINUTES
THURSDAY, MARCH 17, 1983

Pat Malloy opened the meeting with the following items:

- o It is very important that Summit staff do not go to various vendors, companies, etc. to ask for bids directly themselves. The individual should go through Larry Eastland who will work with Phil Walls for items connected with State and the individual should go through Eric Rosenberger and Eastland who will work with Phil Rogers for items connected with USIA.
- o An effort must be made to restrict travel to Williamsburg to the scheduled days - Tuesdays and Wednesdays.
- o Malloy inquired as to whether a briefing for the local Williamsburg press had been scheduled. Eric Rosenberger answered that this briefing will not be scheduled until he coordinates with the White House press corps. Rosenberger will discuss this with Larry Speakes and will resolve as soon as possible.
- o Malloy announced that the meeting with Governor Robb, Mike McManus and Pat Malloy has been scheduled for Monday, March 28. The purpose of this meeting will be to discuss projected expenses involving William and Mary College and Williamsburg. Upon completion of this meeting, McManus and Malloy will then be in a position to finalize the various contracts concerning the Summit.
- o It was announced that in an effort to control access to potentially sensitive issues discussed during weekly staff meetings the minutes will be restricted to the Office of the Administrator (i.e., McManus, Malloy, Bastian, Corle, Bochnowich) and to the internal Summit Division Heads (i.e., Eastland, Rosenberger, Morris for Henkel). It was also announced that the Monday Division Head meeting will be restricted to Mike McManus, Pat Malloy, Ken Bastian, Dave Bochnowich, Fred Corle, one representative only from each of the following divisions: Operations, Press, Advance and Security. In the event a representative from another division (i.e., Military, State) or an additional representative from the above four divisions need to be present, the individual will be contacted.

(cont.)

ADVANCE

- o Dan Morris announced that, with the exception of the first countdown meeting Thursday, March 24 at 3:00 pm, all meetings of this nature will be held every Monday. The Advance office will confirm and contact necessary participants regarding this meeting. (The Advance office should confirm time with Emily Ford.) Participants in this meeting should include designated members of the Advance Division, the Operations Division, the Press Division, and the Security Division.
- o Morris stated he would need to meet with press and security to review various logistics and sites.

PRESS

- o Eric Rosenberger said he wanted to emphasize the importance of Summit staff individuals not contacting various organizations directly regarding bids.(as Pat Malloy stated)
- o Rosenberger stated that he needs to meet with Dan Morris to review the schedule. Morris suggested that they meet after he is informed of schedule changes decided in the San Diego Sherpa Meeting.
- o Rosenberger has travel plans to Williamsburg on Tuesday for a network and wire survey (participants from press staff, media and wire organizations to be determined). Travel is planned to Williamsburg on Wednesday for a "still photo" survey (participants to be determined). (Other Summit working staff will also be travelling to Williamsburg.)
- o Rosenberger stated that progress with the food service area is being made. He and Fred Corle are working with various vendors and hope to have definite feedback to report by the end of the week.
- o Rosenberger stated the plans for housing and transportation needs should be finalized by the end of the week.
- o Rosenberger is scheduled to meet today with Hal Thomas, USSS, regarding security and the effect on the press (i.e., magnetometer, sweeps).
- o Rosenberger is to meet with Larry Speakes today regarding the information flow/system to the press and will meet with Malloy and Bastian following - with details.

(cont.)

PRESS (cont.)

- o Rosenberger stated that the budget is still a problem. The \$250,000 from USIA for the Summit has almost been fully obligated. At the suggestion of Pat Malloy, Rosenberger will speak to Stan Silverman to inform him of the urgent need for the additional funds allotted to the Summit.
- o Dan Denning stated that the final drawings, costs, etc. for the Press Center will be ready tomorrow following the travel to Williamsburg.
- o He also stated that the food plan will be finalized soon and ready for presentation.
- o Dan Morris and Jack LaCovey discussed, previous to this meeting, the conditions of coordinating the press movement upon arrival of the Heads. Morris informed the group that this movement for the press would not be possible. He stated that it would hold up the arrival schedule for the Heads. Morris and Rosenberger will discuss this further and meet with McManus and Malloy after further schedule changes have been made and resolve this.

OPERATIONS

- o Larry Eastland asked Bill Drennan if a determination had been made as to whether military drivers and vehicles could be used for baggage in Williamsburg. Bill Drennan received a ruling from the Department of Defense that this service could be provided. He will check further to see if military personnel can be provided to actually handle the baggage. Drennan also received word that military personnel can be provided to drive government cars that are issued for use by the Summit.
- o A determination has not been received as to whether the Summit staff can use the incoming 800 WATS line to the Signal Board. Bill Drennan will inform the Summit staff by close of business Monday, March 21 of a ruling.
- o Eastland asked Dan Morris if vehicles with jump seats are needed (as opposed to 4-door sedans) during the Summit for the delegations. Morris' first inclination is that they will be needed. Eastland and Morris will discuss this further and make a final determination.

(cont.)

OPERATIONS (cont.)

- o Eastland informed the group that a total of 144 cars will be available for use in Williamsburg (70 from car companies and 74 from GSA, if needed).
- o While the staff is in Washington, 4 or 5 cars are available for Summit trips to Williamsburg. Eastland will determine if these cars will be based in Washington or Williamsburg.
- o Following the negotiations in Williamsburg on Thursday and Friday regarding the Colonial Williamsburg Foundation contract with the Department of State, Eastland will meet with Mike McManus and Pat Malloy to present a package resulting from these negotiations to review and determine if further cuts are needed.

CRITICAL PATH

- o Dave Bochnowich stated that deadline items for the critical path are extremely behind schedule.
- o He is urging that the Division Heads and deputies study the path he has provided and concentrate on their deadline areas and pay attention to what needs to be done.
- o Bochnowich sees a necessity to have a site survey with Press, Advance, and Gilbane Construction to review power needs with representatives from the Colonial Williamsburg Foundation, VEPCO, etc.
- o Dan Morris stated that he could provide a written summary of the power requirements for the Summit.
- o Bochnowich stated that it is critical that the problem with the immediate need for funds from USIA be resolved very soon.

PRIVATE SECTOR INITIATIVE

- o Fred Corle stated that progress with various businesses for services for the Summit is moving very well. He is pleased with initiatives already being taken by various businesses and the number of contacts being made.

(cont.)

SECURITY

- o Pat Malloy emphasized the fact that all movements by, and requirements of the USSS effect every area of the Summit and requested guidance as to how the various divisions (Operations, Advance, Press, etc.) could best work together to meet all necessary deadlines
- o Tom Holman stated that he understood problems and delays due to these USSS requirements and movements, but stated that the USSS usually tries to work with what the staff originally requests of the Service, and gives its best effort to work around their requirements.
- o Holman requested that the staff notify him of their preference as to when (i.e., Friday afternoon or Friday morning) the area should be closed down for security. Holman stated that from a security standpoint it would be more efficient to close the area Friday morning.
- o Bill Henkel stated that the consideration of security concerns was one of many reasons the decision was made to hold countdown meetings. Security plans will be one of the first topics of discussion in the first countdown meeting (Thursday, March 24 at 3:00 pm).
- o Holman stated that TSD had surveyed the necessary areas Tuesday in Williamsburg requiring limited access, sweeps, etc.. Holman will try to provide the required lead time necessary for securing the Press Center by today at 1:00 pm..

- END -

WEEKLY STAFF MEETING MINUTES
THURSDAY, MARCH 24, 1983

As a result of a memo to him from Ken Bastian, Mike McManus opened the meeting emphasizing to the group the importance of communication between the staff. He stated that open and informative lines of communication among Summit staff (this group specifically) was very important. It was stated that other individuals and divisions should be notified of any decisions, changes, etc. so that there is not a "surprise" or adverse effect on another individual or division. He reminded the group that (with the exception of authorizing expenses) each division head has the sole authority to make decisions for their division, but that the division head should make certain that other appropriate parties are consulted and notified before a decision is locked in.

McManus cited the \$1.2 million that is being proposed to be spent on the press center as an example. He stated that this proposal should be presented so that each division has input, as this project will effect each division.

It was requested that Larry Eastland provide an updated transportation plan/proposal to be presented in the division head meeting on Monday, March 28, 1983.

Mike McManus requested, again, that travel be restricted to Tuesdays and Wednesdays and kept to a minimum.

COLONIAL WILLIAMSBURG FOUNDATION CONTRACT

- o Mike McManus, Pat Malloy and Larry Eastland met with Norm Beatty and three CWF representatives Wednesday, March 23 to discuss the Colonial Williamsburg contract.
- o McManus stated that there was a feeling of accomplishment upon conclusion of this meeting.
- o Norm Beatty is planning to take the plan discussed in this meeting to the CWF President and Board of Trustees and hopes to receive from them and be able to present to the Summit staff an agreement of principle and a bottom line (particularly on the line item for lost revenue) by next Wednesday, March 30.

BUDGET

- o Mike McManus received a call from Jim Hackett yesterday informing him that Neil Smith (Congressman D-Iowa) has held up the approval for the reprogramming of the USIA monies because he is "worried" about what William and Mary College will charge for the use of the Hall, and is also waiting to be informed of the results from the meeting with Governor Robb on Monday, March 28, 1983.

- o Presently, the only charge to the Summit for the use of the Hall will be \$1,650 per day from May 18 through the first of June which is to cover overhead services, etc. - it is not for profit.
- o Following the meeting with Governor Robb, McManus will have Hackett informed of decisions in this meeting so that Hackett can inform Smith's staff and he can also let them know that there will not be a "charge" for the use of the hall.
- o There was a discussion of OMB's effort to obtain additional funds possibly from State and/or Commerce. If these same funds are made available, reprogramming of these funds will have to go back through the same subcommittees on the Hill.

FOOD AND BEVERAGE

- o Mike McManus referred to a memo provided by Fred Fielding regarding the restrictions of White House involvement with trade associations and industries for food and beverages.
- o This memo states that The White House cannot request nor represent the Summit on obtaining contributed food and beverages. Any contract concerning food and beverages must be made by a State or USIA Summit employee and must represent themselves as a member of the 1983 Summit of Industrialized Nations and not "a White House Task Force." All meetings regarding these items must be held at the Summit office and conducted by Summit Staff.

PUBLICATIONS

- o Mike McManus asked that a critical path be produced for the publications program. This critical path should consist of the turn-around time for production, transcriptions, where the various publications should be distributed (overseas and/or domestically), colors, binding, etc. Larry Eastland will have this critical path proposal to McManus by close of business tomorrow.
- o Larry Eastland announced that Will White, Chairman of the Board of Lowengard and Brothers Printing, Inc. will contribute the printing; all printing, production, etc. at no cost.
- o Larry Eastland will also provide a list of each printing item and its function.
- o Norm Beatty requested that all printing items be shown to CWF for historical clearance, etc.

MEETING WITH GOVERNOR ROBB

- o The meeting with Governor Robb regarding the state of Virginia picking up the costs for particular expenses that will provide permanent and necessary improvement to Williamsburg and William and Mary Hall will be held Monday, March 28. Mike McManus, Pat Malloy, Dave Bochnowich, Ken Bastian, and Eric Rosenberger will attend this meeting.
- o All division heads should inform one of these individuals of any and all necessary points they believe should be discussed in this meeting by noon on Friday, March 25.
- o Some items of discussion for this meeting are: 1) exemption from state sales tax, 2) a transportation representative from the state to consult and assist with the Summit, 3) vehicle registration, and, 4) the state paying the expenses for permanent improvements to Williamsburg.

ADVANCE

- o The revised schedule was distributed. It was requested that those in attendance review this schedule very closely as there are many changes as a result of the Sherpa meeting held in San Diego; security should especially note the time changes.
- o Dan Morris reminded the group that countdown meetings will begin this week. The first to be held Thursday, March 24 at 3:00P and every Thursday thereafter at approximately the same time in the Summit conference room. After April 7, Tom Holman will have his appropriate site agents attend these meetings. -
- o Dan Morris announced that the updated site flow should be distributed today.
- o The April 29 rehearsal was discussed. Input from all division heads and staff meeting attendees is requested to decide the exact needs for rehearsal. All division heads are to provide input to Dan Morris Friday, March 25 by 3:00P so that these suggestions may be discussed in the Monday Division Head meeting.
- o The rehearsal in May will be a complete rehearsal.
- o Norm Beatty stated that the historical area will be closed at 4:00P on April 29 in order to hold this rehearsal.

PRESS

- o Eric Rosenberger stated that the media has requested to build a 100 foot tower in Williamsburg to transmit communications. Rosenberger will provide in writing a detailed explanation of this request, a description of the tower, what problems it will solve, what problems it will create, etc.
- o Norm Beatty stated that there is existing underground cabling that the press may be able to use.
- o Rosenberger reminded the group that there will be a press survey on Tuesday, March 29. The purpose of this survey is for the press members to determine power needs and positioning, lighting needs and positioning, microwaving, logistical planning, etc.
- o Rosenberger stated that he and Larry Eastland need to discuss the two information proposals - Press Information and Public Information.
- o Rosenberger stated that all press staff traveling to Williamsburg will have to first receive his approval.

OPERATIONS

- o Larry Eastland distributed materials providing updated progress and information for the Operations Division (please review materials distributed in this meeting).
- o Larry Eastland informed the group that every necessary piece and kind of equipment (radios, pagers, etc.) has now been committed to and identified.
- o Eastland stated that all transportation requirements are in place and all vehicles committed to and identified. This includes the vehicles that will be provided to the two ministers from each delegation.
- o Larry Eastland and Fred Corle are to discuss the information regarding the electronic blackboard.
- o All division heads are to review and provide final modes of transportation requirements for their staffs to Larry Eastland by close of business Friday, March 25.
- o Eastland stated that Diane Locke is now ready to produce "formatted documents" in the Data Management System.

BI-LATERAL MEETINGS

- o Hugh O'Neill inquired as to the status of the bi-lateral meetings. Mike McManus stated that all seven delegations will hold bi-laterals before the Summit.
- o Judge Clark has sent a memo to Mike Deaver regarding pre-Summit bi-laterals, which will be discussed and finalized this week or next.

CRITICAL PATH

- o Dave Bochnowich announced that Summit staff are meeting with VEPCO representatives today, and that next Thursday, he and Larry Eastland are meeting with the President of VEPCO. Both meetings concern the possible need for alternate power. Bochnowich stated that following today's meeting, he should have VEPCO's full picture and costs for this alternate power and be in a position to present this in the Monday division head meeting.
- o Bochnowich stated that, at this point, the Summit should be in a stage of procuring needed equipment, and that next week the Summit should be obtaining contracts or leases for equipment. Mike McManus stated that delays for obtaining equipment should not occur due to holding back to wait to see if certain equipment will be donated. McManus requested that the Summit proceed with leases, etc. for equipment on schedule, and then go back if a donation is possible and, if so, the lease expenditures can be revised.
- o Bochnowich stated that on Monday, March 28, the tentage requirements should be identified. Bochnowich, Eastland and Morris should meet by close of business, Friday, March 25 to determine these tentage requirements.
- o The proposed Time/Life system needs to be finalized. If used, this system would need lead time beginning next week. Bochnowich, Corle, Denning and LaCovey need to discuss this system to finalize and close the loop on this proposal.

SECURITY

- o Tom Holman has set April 7 as the deadline for the agents to decide on security elements for the different sites. After April 7 these agents will begin attending the weekly advance countdown meetings.
- o Mike McManus told Holman that he especially should look at the revised schedule since there are many time changes.

- o Holman announced that the Japanese and Germans are seriously considering having three ministers representing their countries rather than two. After discussion regarding this, it was stated that if these countries do have three ministers representing them, the respective country is to handle this additional number internally. A third minister is to be exchanged (not added) for one of the other two during events, motorcades, etc. If the third was added rather than exchanged this would cause problems with the motorcades, security, etc.
- o Holman stated that "motorcading" on the country road to Carter's Grove poses potential security problems. There is no outlet or turn-around access on this road in the event of mechanical failure, a medical problem or an attack. Holman suggests using the public highway for the motorcades.
- o Discussion about the security for the EEC President resulted in Hugh O'Neill having the EEC put their request for security to him in writing. There should be no problem in providing security to the EEC after the letter is sent.

COLONIAL WILLIAMSBURG FOUNDATION

- o Norm Beatty was given an organizational chart of the Summit staff which he has distributed to his internal staff. Mike McManus emphasized to him that this chart was not for mass distribution and especially not to the press. Beatty assured him it would be kept "in house".
- o Dan Denning will talk with the Williamsburg City Manager regarding William and Mary Hall.
- o Norm Beatty will have sketches of tables to be used for the various Summit meeting by Thursday, March 31, in the staff meeting.

WHITE HOUSE COMMUNICATIONS AGENCY

- o Eric Rosenberger stated that he would like to explore the possibility of WHCA getting more involved with the lighting. He believes if WHCA provides more of the lighting that it will be less expensive and that there will be more control.
- o John Nettles will look into WHCA's availability and input as to them becoming more involved in the lighting. Nettles will also verify that WHCA is providing the P.A. system in the Press Center.

- END -

(cont.)

WEEKLY STAFF MEETING MINUTES
THURSDAY, MARCH 31, 1983

WILLIAMSBURG CONTRACT

- o Mike McManus stated that a couple of the items of a sensitive nature regarding the Williamsburg contract will be discussed this weekend when Mike Deaver and Mike McManus are in Williamsburg.
- o Colonial Williamsburg Foundation giving us the lower costs that we want vs. CWF maintaining their reputation if they give in to these lower costs is one of the sensitive issues.

PUBLICATIONS

- o It was stated that the next two weeks will be on a very tight time schedule for publications. Mike McManus emphasized that this schedule must be maintained.
- o It was stated that the fact sheet prepared by the Press Division (Anne Haskall) was very good.
- o It was stated that the Official Program should be similar to the programs prepared for the Versailles and Puerto Rico Summits, i.e., more than the 4 or 5 pages being considered now (this 4 or 5 page program is in addition to the Official Program) - the Official Program should include the published schedule, maps, etc.
- o Operations is to prepare a separate critical path for this Official Program and provide to Mike McManus.
- o Tom Holman requested that he be provided a copy of this Official Program before it goes to print for his review.

MEETING WITH GOVERNOR ROBB

- o Mike McManus stated that the meeting with Governor Robb (meeting attendees consisting of McManus, Malloy, Bastian, Bochnowich and Rosenberger) consisted of basically a discussion and no confirmed decisions or commitments. Governor Robb was asked specifically about reimbursement for permanent and necessary costs to Williamsburg and William and Mary Hall. Governor Robb responded that he would definitely look into this possible reimbursement, but that the State had no budget for improvements.
- o McManus stated that the Summit not paying sales tax would be no problem and that vehicle registration would be no problem.
- o It was also stated that the permits for food, beverage and fire marshall requirements would be no problem.
- o Governor Robb provided the name, Bill Rowland, as the contact point for his office. McManus stated that Pat Malloy and Ken Bastian will be the contacts for the Summit office for any matters dealing with Governor Robb's office and the State of Virginia.
- o Governor Robb's only request was that he meet and greet the President at Langley and that his wife be included in activities that Mrs. Reagan will participate in (Mrs. Reagan will participate in no activities at this point).

APPROVALS FROM McMANUS FOR EXPENDITURES

- o Mike McManus received 2 requests for expenditures for his approval on Wednesday (March 30) that needed to be approved on that day (one for Gilbane for \$1,000,000 and one for printing for \$35,000). McManus requested that he be given a lead time of at least 24 hours for these requests and that he be provided with an explanation of the exact purpose of these costs; what he is being requested to approve, i.e., an obligation, an actual expense, a commitment for future expenses.
- o Dave Bochnowich has, in the meantime, prepared a flow of requirements that is to be prepared for scopes of work to be followed by each division. The proper flow for preparing scopes of work reports was distributed to all appropriate parties on Friday, April 1.

FOOD SERVICES AND PRIVATE SECTOR INITIATIVE

- o It was requested that updates for food services and private sector initiatives be provided to McManus in the Monday Division Head Meeting, April 4.

REVISED SCHEDULE

- o Mike McManus and other local SHERPA representatives from State, Treasury, etc. will meet on Monday, April 4 at 3:00P to discuss all the schedule changes resulting from the San Diego SHERPA meeting.

ADVANCE

- o Dan Morris announced that he had sent a memo to Jeannie Bull regarding passports and visas. He will present results from this memo in the Monday, April 4 Division Head Meeting.
- o On Thursday, April 7, there will be a countdown meeting with an expanded group. A memo on the scenario and participates is forthcoming.
- o On Tuesday, April 5, travel to Williamsburg will consist of an Advance ~~site-survey~~ ^{walk-thru} with USSS site agents and press staff.
- o There was a discussion of obtaining coach type buses - similar to airport buses. Dan Morris has seen Dodge and GMC buses of this sort and would like to pursue if this type of transportation for transporting the Heads and Ministers would be suitable; if any of the divisions would like this option to be pursued. Morris, Rosenberger and Holman are to discuss this type of transportation. McManus will also discuss this proposal at the Monday, April 7 SHERPA meeting at 3:00P.
- o Morris, Drennen, Rosenberger, O'Neill and Paul Miller (MDW) are to meet and discuss the MDW movements/ceremonial movements.
- o It was confirmed that the joint statement will be translated only in English and French - other delegations will have to translate in their own language if desired.

(cont.)

OPERATIONS

- o Material regarding progress within the Operations Division was distributed (please refer to materials distributed in this meeting).
- o Operations will provide a transportation plan/proposal on Monday, April 4 (this deadline has since been changed to Thursday, April 7).

PRESS

- o It was announced that a draft of the Summit Press Office Fact Sheet was forwarded to Mike McManus, Larry Speakes and Mort Allin for their review.
- o McManus, Fred Corle and Eric Rosenberger are to meet regarding food services today at 1:30P.
- o Rosenberger stated that there is renewed interest by the press to have a group picture in the rear of Carter's Grove of the Heads before the first night Head's only dinner. McManus agreed that this could be done, but stated that there will be no reception photo.
- o Rosenberger reminded that group that net and still photo surveys were held in Williamsburg Tuesday and Wednesday of this week and that he is holding a meeting with the still photographers tomorrow as a follow-up to their survey.
- o Rosenberger mentioned equipment needs/desires of various press; one being a 30-40 foot light truck. These needs will be reviewed and discussed in further detail. McManus stated his concern about having too much equipment in Williamsburg. His concern is that the Colonial/historical atmosphere has possibilities of being ruined if we are not careful with the placement and amount of equipment in the area.
- o It was stated that the Press Division would like to concentrate on and rework the transportation system.
- o It was confirmed that other government agencies (besides USIA and State) will not be requested to pay travel expenses for Summit detailees.
- o There was a brief summarization of the closed-circuit T.V. system by Jack LaCovey. LaCovey will provide a final proposal and costs by Thursday, April 7.
- o It was announced that letters containing information about itemized office equipment will be sent to the press attaches.
- o It was decided that Mike McManus, Rosenberger, LaCovey, et. al. will discuss the approval process for the printing process/project will be discussed the beginning of next week.
- o It was decided that specific information regarding the residences assigned to the Heads will not be given. The information should be restricted to "The Summit is trying to place the Heads in colonial houses in Williamsburg on Francis Street."

(cont.)

SECURITY

- o Tom Holman announced that safe landing zones for the President and the Heads have been identified.
- o Holman stated that the USSS is trying to determine specific locations for command posts. There are various locations/buildings under consideration.

PRIVATE SECTOR INITIATIVES

- o Fred Corle briefed the group on progress in the high tech development. A meeting is being held with Time/Life today at 11:30A.
- o It was announced that IBM is considering donating typewriters and copying equipment to the Summit. Xerox is also to be contacted regarding donating various equipment to the Summit.

CRITICAL PATH

- o Ken Bastian stated that is a problem with sharing and communicating between the divisions. He requested any ideas and input as to how to solve this problem.

FOREIGN ADVANCE

- o Hugh O'Neill announced that plans for the second Foreign Advance are being finalized.
- o This advance will take place in mid to end of April.

- END -