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SendTo: Senior Staff
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From: CN=David Marwell/O=ARRB
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Subject: Our Thursday Meeting

Meeting Minutes
Meeting Logistics
Called By: David Marwell/ARRB
Attendees: Senior Staff
Date: 01/19/95
Time: 09:30 AM
Location: ARRB
Meeting Description
Topic: General
Keywords: Agency Contacts, Board Meeting Agenda, Staff Policy, Staff Handbook
Minutes: 1. Tracy will be drafting a Staff Handbook that will be available through Notes. The Handbook will contain all staff directives. The question of schedules was discussed. The official schedule of the ARRB will be 8:30 AM - 5:00 PM. The staff may elect to follow a different schedule with the approval of their supervisor. A staff member must commit in advance to a particular schedule and may change with approval. All staff must be present during core hours of 9:30 - 3:30 unless absence is covered by leave slip or specific arrangement with supervisor. 2. Supervisors should prepare comprehensive position descriptions for positions that they supervise. Marwell provided a model. 3. All formal contact with the Board (memos, proposals, reports) should be addressed to Marwell. 4. All contact with agencies must be approved by supervisor. 5. January 25th Board Meeting Agenda: a. Discussion of Definition (?) b. Review of Warren Commission Files c. Discussion of Review Process (with presentation of Staff Proposal) d. Schedule (incl. Experts Conference Proposal) e. Meeting with FBI Director f. FBI Presentation of Documents 6. We will hold a monthly general staff meeting on the first Tuesday of each month.

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