

The original documents are located in Box 67, folder “White House - Senior Staff Meetings” of the Philip Buchen Files at the Gerald R. Ford Presidential Library.

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October 7, 1974

MEMORANDUM FOR: Ken Cole
FROM: Phil Buchen
SUBJECT: Daily 7:30 a. m. Staff Meeting

I understand the matter of staff meetings is under discussion and subject to some possible changes. So long as the 7:30 a. m. daily staff meeting continues, I would suggest it might be appropriate to have a representative from the Counsel's office present.

I suggest Ken Lazarus should attend from our staff.

cc: Don Rumsfeld
Ken Lazarus
Phil Areeda

PWB:ed



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

October 4, 1974

FOR: PHIL BUCHEN
FROM: KEN LAZARUS *KL*
SUBJECT: Daily 7:30 A. M. Staff Meeting.

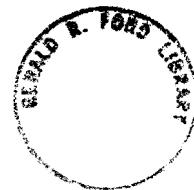
As you are aware, there is a staff meeting which is held daily at 7:30 a.m. This meeting is conducted by Ken Cole and attended by the Associate Directors of the Domestic Council, the Associate and Assistant Directors of OMB, a press office representative and Tom Korologos and Max Friedersdorf from legislative affairs.

The purpose of the meeting, as I understand it, is two-fold. First, to provide some assistance on matters of substance to the legislative people; and secondly, to exchange information in order to allow those present to brief their respective superiors for the 8:00 a.m. meeting of senior advisors.

It strikes me that the Counsel's office ought be represented at this meeting and that I am the most logical candidate.

Attached is a memo to Ken Cole from you to this effect.

cc: Phil Areeda
Bill Casselman



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

October 4, 1974

FOR: KEN COLE
FROM: PHIL BUCHEN
SUBJECT: Daily 7:30 A. M. Staff Meeting.

This is to request that an invitation to the above-noted meeting be extended to Ken Lazarus as the representative of the Counsel's office.

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**cc: Don Rumsfeld
Ken Lazarus
Phil Areeda**

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October 9, 1974

MEMORANDUM FOR: Don Rumsfeld

FROM: Phil Buchen

SUBJECT: Suggestions for structure and function
of Senior Staff Meetings

1. Attendance by at least one representative of each White House unit which reports directly to the President.
2. Reporting at meeting in a better organized way so that over a course of days a complete "map" of important actions moving up for Presidential consideration comes before the group. This would have to start by your receiving from each unit a written agenda of the items for action which are currently under its consideration. Then at the meetings the record of progress and disposition could be reported.
3. Occasional special reports should be called for that will describe the functions and organization of each unit so as to educate at least the newcomers to the complete role of each unit. These might require occasional longer meetings.



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Tuesday 10/15/74

STAFF MEETING

10/16/74

8 a. m.

4:45 Howard Kerr said apparently a number of people will be gone with the President -- Burch and Marsh will be gone.

Wondered if you would want to chair the staff meeting tomorrow or cancel it.



THE WHITE HOUSE

WASHINGTON

October 16, 1974

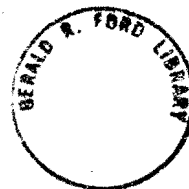
MEMORANDUM FOR: Donald Rumsfeld
John Marsh

FROM: Philip Buchen *P.W.B.*

SUBJECT: Senior Staff Meeting, October 16

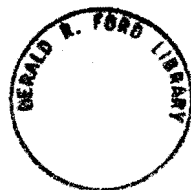
The following points were raised:

1. By Ken Cole: Boston situation on which the President has announced he will not act until full use has been made by the Governor of the National Guard.
2. By Ken Cole and Steve Gardner: What should the Treasury Department be doing about WIN bonds in view of the President's reference to such bonds in his Kansas City speech?
3. By Roy Ash: Other followup on President's economic program --
 - (a) Status of proposed letter to mayors and governors in light of less definitive telegrams sent by the President. Bill Seidman was to check on this.
 - (b) Inflation impact statements: Whether to be handled by detailed executive order or by general executive order followed by circular was discussed. Also raised by Phil Areeda was a point that independent regulatory agencies should be affected by whatever policy is promulgated. Coordination with what Congress is doing on the subject should also be pursued.



4. By Bill Eberle: A general report on his recent trip which will be available in writing by this afternoon.

5. By Len Garment: Made suggestion that previous legislative planning done on busing to meet Constitutional school integration requirements without the problems caused by certain Court-ordered plans should be developed into proposed bill for enactment by Congress after recess.



October 16, 1974

MEMORANDUM FOR: Donald Rumsfeld
John Marsh

FROM: Philip Buchen

SUBJECT: Senior Staff Meeting, October 16



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3. By Roy Ash: Other followup on President's economic program --
 - (a) Status of proposed letter to mayors and governors in light of less definitive telegrams sent by the President. Bill Seidman was to check on this.
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4. By Bill Eberle: A general report on his recent trip which will be available in writing by this afternoon.
5. By Len Garment: Proposal that more definitive legislation done on busing should be developed into proposed bill for enactment by Congress after recess.

THE WHITE HOUSE


WASHINGTON

December 23, 1974

MEMORANDUM FOR:

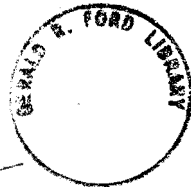
PHILLIP AREEDA
ROY ASH
WILLIAM BAROODY
PHILIP BUCHEN ✓
RICHARD CHENEY
KENNETH COLE
WILLIAM EBERLE
MAX FRIEDERSDORF
ALAN GREENSPAN
ROBERT HARTMANN
SECRETARY KISSINGER
JOHN MARSH
RON NESSEN
BRENT SCOWCROFT
WILLIAM SEIDMAN
SECRETARY SIMON
PAUL THEIS

FROM:

JERRY H. JONES 

There will be a senior staff meeting at 8:00 a. m. in the Roosevelt Room on Tuesday, Thursday, and Friday of this week and on Monday, Tuesday, Thursday, and Friday of the week of December 30th.

This memo supersedes my memo of December 21st.



THE WHITE HOUSE

WASHINGTON

December 21, 1974

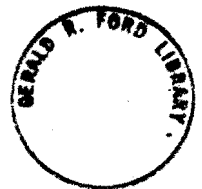
MEMORANDUM FOR:

PHILLIP AREEDA
ROY ASH
WILLIAM BAROODY
PHILIP BUCHEN ✓
RICHARD CHENEY
KENNETH COLE ✓
WILLIAM EBERLE
MAX FRIEDERSDORF
ALAN GREENSPAN
ROBERT HARTMANN
SECRETARY KISSINGER
JOHN MARSH
RON NESSEN
BRENT SCOWCROFT
WILLIAM SEIDMAN
SECRETARY SIMON
PAUL THEIS

FROM:

JERRY H. JONES *JHJ*

There will be a senior staff meeting at 9:00 a.m. in the Roosevelt Room on Monday, Tuesday, Thursday, and Friday of next week and the same days of the week of December 30th.



THE WHITE HOUSE
WASHINGTON

August 13, 1976

Mr. Buchen:

As of 6:00 these are the offices we have heard from indicating their key people for next week:

OMB	Don Ogilvie
NSC	Bill Hyland
Domestic Cnsl.	Art Quern .
Friedersdorf	Bob Wolthuis .
V. P.	Dick Allison .
Treasury	George Dixon (964-2801) .
Marsh	Russ Rourke

Mr. Cheney's office

Hartmann also attached



THE WHITE HOUSE

WASHINGTON

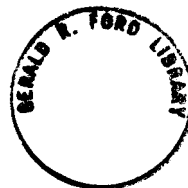
August 13, 1976

MEMORANDUM TO: MR. BUCHEN ✓
MR. CHENEY
WHITE HOUSE STAFF CONCERNED

FROM: ROBERT T. HARTMANN *RTH*

During my absence in Kansas City, I have designated Milton Friedman to be in charge of staff operations under my supervision in the White House and EOB. If Mr. Friedman cannot be reached, Michael Johnson, who is temporarily in charge of Mrs. Anderson's office, will be second in command. The primary operations of my office will be handled at Kansas City where my staff office can be reached through the switchboard.

cc: Mr. Friedman
Mr. Elliott
Miss Hasek
Mr. Johnson
Dr. McCall



THE WHITE HOUSE

WASHINGTON

August 13, 1976

MEMORANDUM FOR:

DICK CHENEY

FROM:

MAX FRIEDERSDORF *M.F.*

During the convention next week, Bob Wolthuis will be in charge of our office and will coordinate any possible Congressional problems and activities with Phil Buchen.

Bob will also represent us at Phil's daily senior staff meeting.

cc: Jack Marsh
Phil Buchen
Bill Kendall
Charlie Leppert
Bob Wolthuis



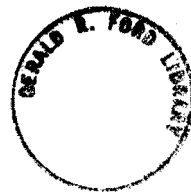
THE WHITE HOUSE
WASHINGTON

August 13, 1976

TO: DICK CHENEY
FROM: JIM CANNON
SUBJECT: Duty Officer

The designated hitter for the Domestic Council while we are in Kansas City is Art Quern.

cc: ✓ Phil Buchen
Art Quern





OFFICE OF THE VICE PRESIDENT
WASHINGTON

August 13, 1976

MEMORANDUM FOR: RICHARD B. CHENEY
FROM: SUSAN C. HERTER *SCA*
SUBJECT: Vice Presidential Staff Members in
Washington During Convention Week

This morning Phil Buchen asked us to send you names of staff members from each office who are to attend White House Staff Meetings should they be held during Convention Week.

For the Vice President's Office, Dick Allison (x7056) should be alerted regarding time, place, and frequency of meetings, if any; he will represent this office.

cc: Philip W. Buchen



Monday 8/16/76

Senior Staff
8/17/76
11 a.m.

4:00 We have invited the people on the attached list to the Senior Staff meeting tomorrow (Tuesday 8/17) at 11 a.m. in the Roosevelt Room and they will all be there.



SENIOR STAFF MEETINGS

OMB *	Don Ogilvie	3864
NSC	Bill Hyland	2235
Domestic Council	Art Quern	7084
Friedersdorf	Bob Wolthuis	2230
V.P.	Dick Allison	7056
Treasury	George Dixon	964-2801
Marsh	Russ Rourke	6690
Hartmann	Milt Friedman (or Michael Johnson)	

Press Office Jim Juran

* *Also notify Jim Jura
(who will be in touch
with Jim Lynn re
possible input.)*

3160

