

## Memo

To: Munira Mwalimu, National Assessment Governing Board  
From: Kelly Riley, Policy Liaison  
Date: May 23, 2002  
Subject: September Meeting Dates

Per your request, I'm attaching September's calendar with those dates that Governor Musgrove is unavailable blocked out. A few points for your understanding/clarification:

- The Governor has his children on Tuesday evenings, which would prohibit him from flying out on a Tuesday night to make an 8:00 a.m. Wednesday meeting. Thus, a Wednesday meeting is not going to work for him. In addition, he has commitments on Wednesday, September 4 and Wednesday, September 11.
- The September 11 commitment would prohibit him from making an evening flight to DC for an 8:00 a.m. meeting on September 12. (I have marked September 12 out for this reason.)
- He has a commitment in Washington the evening of September 25 and during the day September 26. A September 27 meeting would work great since he will already be in DC!!!

Overall, I think a Friday meeting would work best for him. I'll wait to hear from you as to what works best for the Board overall. I would appreciate it if you could let me know a date ASAP so that I can make sure I get it on the Governor's calendar.

I hope all is well with you and the rest of the NAGB staff. I understand from Ray that the meeting went very well. Take care!