

RELEASE IN PART B6

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**From:** H <hdr22@clintonemail.com>  
**Sent:** 3/21/2009 10:45:24 PM +00:00  
**To:** Oscar Flores <[redacted]>  
**Subject:** Fw: Tomorrow's team meeting  
**Attachments:** Tomorrow's Team Meeting Notes.doc

B6

Pls print.

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**From:**  
**Date:** Sat, 21 Mar 2009 18:25:43 -0400  
**To:** <hdr22@clintonemail.com>; <cmills@[redacted]>  
**Subject:** Tomorrow's team meeting  
Also attaching this document

March 21, 2009

Hillary and Cheryl:

As you both know, it is critical for your leadership team to take a breath and step back to review what has been accomplished, what the challenges are going forward, how the team can best meet the SOS' needs and the team be more effective in achieving your multiple goals.

Hillary, it is especially important for your team to have a clear sense that you are interested and engaged as the leader of the team – that you are listening and that you are *watching*. This perception is important in defining you as someone who is not just externally effective but internally effective.

You will be adding people to the senior leadership team and it is important that they understand there is a core team actively leading – a team that is focused on making certain that their activities reflect the Secretary's vision and goals.

You have a limited amount of time so I propose you keep it simple and focus on the three discussion questions outlined in this memo. I have also written some brief remarks which HRC could use to open the meeting.

Suggested Opening: Re Purpose of Meeting - HRC  
Express gratitude.

We have had a few months of working together and more and more of the team will be put in place over the next few months.

It is important to me that we operate as a leadership team and that we take the time to look back at the last couple of months and informally evaluate how we are doing; what we could do better and what challenges lay ahead of us.

Our discussion tonight is going to be a general one. We will be adding others to our leadership ranks and I want us as the core leadership group to set a tone and to make adjustments operationally that support and give direction the others who will

**What do you think we have accomplished over the last few months? What did we do well? (HRC to lead discussion on this question)**

Setting a vision

(Example: Is "smart policy" understood and sticking)

Advancing policy

Securing Resources

Building a team his

Dealing with the unexpected

Other

(Use this Discussion to highlight why they went right, good communication, and teamwork whatever

**Are we getting the flow of information right as a team with each other? (Cheryl to lead discussion on this question)**

*Do we have the right set of internal meetings and are they yielding the kind of information the Secretary needs to make decisions, manage policy, people and resources? (Understand you and Cheryl will be meeting before hand)*

With the White House?

With our critical counterparts-Gates, Jones, Rice?

**Over the next three to four months what do we see as our key challenges? (HRC to lead discussion on this question)**

Operational challenges

Policy challenges

Political challenges

Resource challenges

*Inside the Building (How can we, the leadership – SOS and her office – build community with the building? How can we continue to promote the notion that we are all on the same team?)*

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**Message Headers:**

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