

2007 COMMITTEE ON THE PUBLIC SERVICE AWARD

June 8, 2007

8:30 a.m.

Conference Room C

General Administration Building

Tentative Agenda

- Review of the Award for Distinguished Public Service description
- Discussion of proposed calendar
- Discussion of award funding
- Discussion of things to do
- Next meeting

CALENDAR FOR THE 2007 PUBLIC SERVICE AWARD

<u>May 11</u>	Chairman Phillips named the committee
<u>May 29</u>	Correspondence sent requesting Award nominations
<u>June 8</u>	First meeting of the committee to discuss the logistics of the award
<u>July 27</u>	Nominations' due date
<u>September 7</u>	Committee makes its recommendation to the Board of Governors
<u>October 12</u>	Award presentation

2007 Public Service Award

October 12, 2007

List of things to do

Creation of appropriate medallion

Notification of recipient(s)

Arrange engraving of award medallion(s)

Arrange the check for the monetary award

Coordinate preparation of invitations to recipient's guests

Arrange photographer

Provide detailed script for the chairman and all participants