

May 31, 2013

Governor Atiyeh's schedule was made up of regularly scheduled meetings with staff and agency heads, plus individually scheduled meetings and events. Decisions on his time were mostly made by him with recommendations from staff. The office-level record of his schedule was written out by hand in a thick yearly "red book." His personal assistant served as the keeper of his schedule. Initially this was Glenna Hayden (now deceased). Later it was Robin Shepard. Their small office was immediately next to the governor's corner office.

Then virtually every day, Governor Atiyeh carried his "working schedule" on a 3" X 5" index card. The card was typed out by his assistant, the last thing on the day before and initially carried in his shirt pocket. Because this schedule would change during the day (after it had been typed out), he would typically hand engrave (update) this card with the schedule reality of the day. Then at the end of the day he dutifully filed each card for the record.

He typically did not have such schedule cards when he attended national and regional meetings of governors or on trade missions.

On trade missions and business trips the governor would occasionally receive token gifts. On one trip he received a leather (plastic or vinyl?) card holding wallet. He loved it and used it to hold his schedule cards. They were easier to fish out of his pocket and the wallet physically protected the cards.

But this wallet was not perfect for his use. So he designed and had *made up a very limited number of such wallets with his name and title stamped on the back and metal protective corners. He gave one to me for my use, but since my schedule was hardly ever routine and was mostly driven by his schedule, mine remained in rather pristine condition due to limited use.

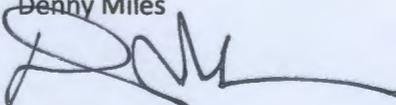
In addition to the "red book" and schedule cards, there were two other forms of "the governor's schedule." There was an internal calendar distributed to staff (assistants to the governor). While this gave staff a general idea of what was happening, it was typically not nearly as detailed as the red book and cards and was not updated unless there was a major change.

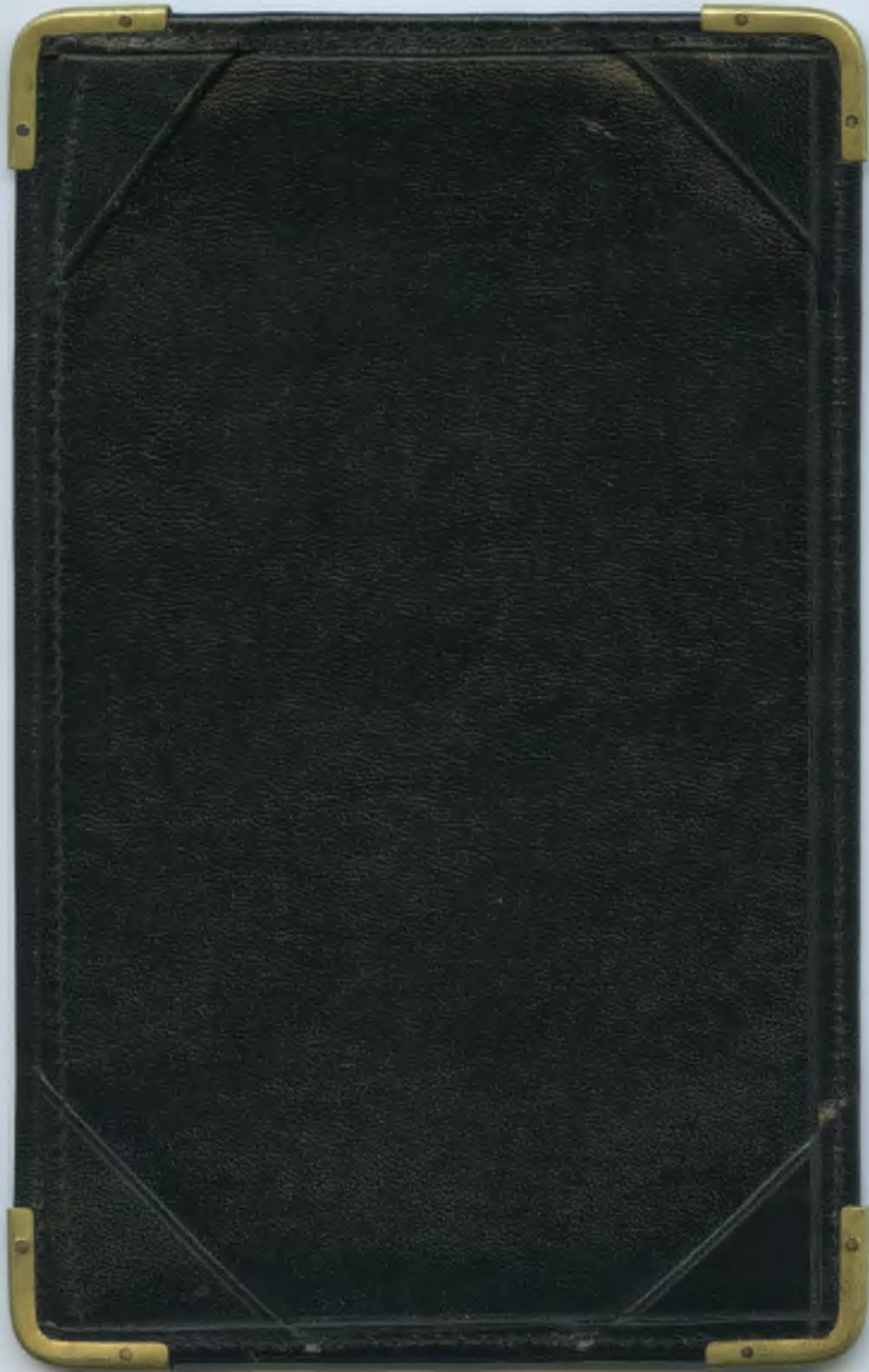
Finally, there was the public schedule. This document was fairly detailed and released to the media. Significant changes were also provided to the media. We did not want to leave out things in this document unless absolutely necessary, both because of the governor's desire for openness and it was a good way to indicate how engaged he was in the business of running the state. I would typically decide what schedule information was to be made public.

**Gigi Goff (living as of 2012) was the "specialty advertising" professional who we looked to for pens with the governor's name, special pins for distribution and she coordinated the production of the large (and serial numbered) governor's medallions. I believe those were manufactured by Medallion Arts Company (now of Nevada, but I believe in New York at that time). It is likely that Gigi had these "prototype" card holders made up for the governor (certainly not by the medallion company).*

Please add this schedule card wallet to the Atiyeh Collection.

Denny Miles





Victor Atiyeh
GOVERNOR OF OREGON