

## SENIOR STAFF MEETING

OCTOBER 23, 1997

Present: Gunn, Samoluk, Shycoff, Olson

- TJG will work at home 10-24 on outline for Final Report - review Horne material  
Outline of Final Report to Board on 11-17
- Previous minutes  
Memo to staff on security procedures - TJS  
TJS to change combinations on locks - start with outer door today  
Routing procedures - TJG memo (to give out at Tues. staff meeting?)  
Letters re substantive matters need to be seen by two people  
  
Ballistics - TES will make call today
- Conference call - matters covered  
JJO will remind Board Members the day before each call in future
- Personnel issues and new assignments discussed
- HSCA - Freeman coming next week to work on this; also get his input on WC  
Need Rosen input on HSCA?
- November 18 - Hall meet with NSA and Army Security people?
- New releases and publicity - strategy and timing discussed  
TES - give media highlighted docs and invite them to interview Board  
Members or Patterson? - Ernest May also mentioned
- No Name Committee - meet 10-29 at 10:00 a.m. re review process, etc.  
Ctte. for entire session - others periodically
- Sixth Floor Museum - TES said Jeff West hasn't yet called back
- Position announcement for computer position posted - closing date 11-7