

JISAO Staff Meeting, Thurs Mar 1, 2007

Facilitator: Mary

Notetaker: Betsy

Present: Fred, Betsy, Meena, Mary, Marjorie, Joe, Bob

Food Expenditures – exact rules regarding food expenditures and the JISAO discretionary fund need to be explored – Meena will do so.

Website Discussion – (what and how much do we post) – Mary is receiving increasing numbers of email announcements re community & campus seminars and events – it is decided we should add a link on JISAO homepage called “Seminars & Events” (esp. since things like the start of the Int. Polar Year are occurring and we may be affiliated with or sponsoring several more events ourselves over time, and because we want to increase visibility as an informational hub - these event listings will be archived on our site, for ease of use in the Annual Report ...Meena will contact the departments sending us a lot of info, so she can be the conduit, instead of Mary.

Update on Graphics Mtg. with WA Sea Grant Graphics Staff – WA Sea Grant has a communications support group with graphics designer and science writer, so we have proposed to them several items they might design for us, including JISAO logo, several brochures (K-12/ public/technical audiences), and perhaps editing the Annual Report. They are currently working up a bid to return to us.

Marshall Islands Meeting - Marjorie and Mike are organizing mtg. (March 3,2007) with a group of JISAO scientists and others who will explore the idea of working on a project to research the global climate change impacts on the Marshall Islands. More will come after the initial meeting.

Socials – We have collected ½ the contributions of last year, and it was suggested that the hold socials every other week instead of weekly. This will be determined soon. It was also suggested that the social coordinator task be rotated annually.

Staff Mtg. Schedule – New time/ day is set for 1:30 PM every other Wednesday, coming dates will be: 11 Apr, 25 Apr, 9 May, 23 May, 6 June, and 20 June, 2007. We will revisit schedule at that point. Sign up sheet for Facilitator and Note-taker duties is filled out to 20 June, 2007.

JISAO Personnel Email List– Mary is fine with a master list being set up and maintained that is similar in form to the “climate palace users” list – asks that she be notified when it is set up. Mary also said that she prefers to keep her own lists because there are different reasons to send information to various groups. She rarely sends information to everyone at once.

New Computers Update – Fred says expected by the third week March – about the time when Nebula starts installations here.

Mike's Old Library Space – Suggestions for use include staff lounge space (couch possible?) or secondary conference room (we already have an extra round table possible for use) – no decisions yet made, people are to bring more suggestions to next staff mtg.