

JISAO STAFF MEETING

Monday January 28, 2008

Facilitator: Mary

Note taker: Fred

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

JISAO website clarification

Mary confirmed that it will be about six months or so until the new JISAO website is up and running and so, we need to keep the current one up to date. Fred clarified that Betsy is updating the various contact lists and he (Fred) is updating/uploading all other website files. There is still the ongoing problem with access via Dreamweaver, so it seems best for only Fred and Betsy to update pages. Fred asked for help with keeping the Seminars/Events page up to date, which Meena will do. And Mary asked Meena to have regular updates to the JISAO Spotlight, with new articles waiting in the queue.

Reminder on shared files

Fred reminded staff that there are several files on the shared server that may be of use to all. They are located at \groups\jisao\JISAO Shared and include the following:

JISAO budget list

List of Tom's budgets

Travel & purchasing spreadsheets

ProCard spreadsheet

Update on JISAO lecture series

Cara reminded all that the JISAO lecture series launches on this Wednesday January 30th at 7:30PM at the Pacific Science Center (at Seattle Center). Ron Sims is the speaker and Cara added that it will be recorded and broadcast on KUOW and UW TV, and will be made available on the JISAO website as a podcast and as a streaming video. All staff are encouraged to attend.

PMEL days

Mary started having weekly office hours at PMEL this past Friday and reports that (despite some technical glitches) it was a success. It was originally suggested by John Cortinas as a way to interact more regularly with JISAO staff over there. Several people—including Dennis Moore—came by and Mary said she'll continue to have weekly hours there (on Friday mornings) for at least the next 4 – 6 weeks. After that, she will assess whether it should continue on a weekly basis. Mary also encouraged other JISAO staff to join her at PMEL if they felt they had specific things that would benefit from such face-to-face interaction. She thought it would be a good idea for Fred and Meena to set up meetings with PIs who may have questions about their budgets. It was also mentioned that we may plan a meeting just for JISAO staff sitting at PMEL/AFSC/ERD—that could take place offsite from NOAA.

Move

JISAO will be moving by the end of March, but no exact date has been set yet. Mary, Tom and representatives from CSES and Program on the Environment are doing a “walk through” of the new space on Wednesday, and might have more specific info on dates at

that time. Marjorie has already begun to clean out files, etc. from Ed Sarachik's old office and library and started putting a lot of items to be surplus in the printer room.

Todd, Marjorie, Adrienne and Mary met recently to discuss computers and the move, and Todd is taking the lead on the status of the computers in the computer room.

Marjorie said that we're going to get a "techno" receptacle to recycle things such as floppy disks, CDs, PDAs. We'll also be getting an extra dumpster—to be put somewhere inside the office—to make getting rid of items easier.

Marjorie attended a UW workshop on moving and she forwarded the PowerPoint presentation to JISAO admin staff. She stressed getting rid of anything that we don't need to take.

Meena and Fred will go through the budget-related boxes we have in our "storage" area to determine whether they need to be taken with us or sent to Records Management. Marjorie informed us that boxes can be sent to Records Management, and they will keep them until the date we put on the box, and only destroy the contents after getting our approval.

We will meet again next week and at that time, Meena and Fred should have gone through the boxes.