

JISAO Staff Meeting

Thursday March 17, 2005

FACILITATOR: Joe

NOTETAKER: Marjorie

PRESENT: Marjorie, Mary, Joe, Cara, Fred

Guest: Betsy Blinks

Interview with Betsy Blinks

Betsy is being considered for Joe's replacement. He plans to leave JISAO by the end of March. Everyone had a chance to ask Ms. Blinks questions who in turned responded to each inquiry.

Temp employee Elaine O'Brien father unexpected death took Elaine to Florida to be with her mother.

Discussion of Database

Discussion on database and modification ability when it is set up.

Thoughts on how to set the contribution number section of the database up so the papers will fall into the JISAO theme fields.

Discussion of Review Documents

Reports on completion of assigned lists for review

Cara – JISAO contribution articles:

Peer review for the last five years completed

Non-peer reviews listed

To be put on web site.

Fred – Spreadsheet on cruise grants

Waiting to hear back from Gayle

List of Graduate Students that worked on grants

Butterfield/Resing

Operating Budgets

Total awards

Joe – Demographics

Marjorie – List of Post Docs for past five years

Awards and Honors given to anyone connected to JISAO

Mary – Invited HR to come down for discussion on Review process.

Update on major upcoming events

- NOAA review (taking place April 19 – 21, 2005)

- Annual report

- 5-year report

- 5-year grant proposal

JISAO Annual picnic at Magnuson Park on June 29th at 12:30 pm