

JISAO STAFF MEETING

April 27, 2006

Facilitator: Mary Smith

Note taker: Meena Chopra

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

1. Annual Picnic:

It was decided that everyone at JISAO would assist in organizing the Annual Picnic. PMEL personnel at Sandpoint to be included in the invitees list. Marjorie will send out an email informing all the invitees about the picnic & the tentative date. Only after receiving responses the date would be finalized. Fred will identify the venue & make reservation. Invitees to bring food, JISAO will provide beverages.

2. Diversity/Outreach Update:

Cara has met with a number of people on campus regarding their outreach and diversity programs. She recently talked with Miriam Bertram at the Program on Climate Change (PCC) - to find out more how we might collaborate with them on their efforts. Betsy will visit -the UW "Open House" over the weekend. She and Cara will be adding information to the "Diversity" link on our website.

3. Public Relations:

Meena has been in contact with Melody Winkle of UWin for featuring JISAO on its front page under "Department In Spotlight". It has been decided that Mike Wallace will feature on our Webpage which will go on to the UWin website. Mary suggested that we should change the front page of our website every two months & cover the various research projects associated with JISAO.

She also said that every effort should be made to identify JISAO in the UW community.

It was suggested that we should have a Media link on our webpage, as well as Employee Information link where every employee's photograph along with contact details, etc should be featured. Meena to contact all JISAO employees for the same.

4. Performance Report:

Mary has forwarded Self-Evaluation forms to all employees. They have to complete & return the form by the stipulated date.

5. Director Search:

Mary has been invited by the selection committee to be on the panel for Interviewing candidates for JISAO director.

6. Space Update:

Mary & Cara visited the new premises for identifying the floor & the area required by JISAO. If JISAO space is approved by Mary Lidstrom, the new premises would be

ready for occupation within a year, as the interiors have to be finished & furnished as per our specifications. Mary is the contact person for the same.

7. Annual Report:

Mary will contact John Cortinas for the guidelines of the Annual Report. Cara & Meena suggested that they should take classes for “Indesign” software so as to help in designing & formatting the Annual Report.

8. Emergency Meeting:

Marjorie attended the UW Emergency Meeting. She informed that the UW, in case of an emergency has identified 8 “safe” areas. All departments/offices have to prepare food & water packages for emergencies. Information cards were distributed to all the attendees of the Emergency meeting. Marjorie also said that the UW is on its own as far as preparing for emergencies as the City of Seattle will only deal with and be responsible for their own organizations.