

JISAO STAFF MEETING

Wednesday, May 9, 2007

Facilitator: Meena

Note taker: Fred

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

JISAO Picnic

After a discussion, it was agreed that the JISAO picnic would be a potluck lunch on Friday June 29th from noon to 2PM at Magnuson Park in the same spot as last year. Fred will coordinate it, starting by sending out an e-mail to all JISAO-related folks and reserving the space in the park. Fred asked if people could send him any e-mail lists they have. JISAO's contribution will be a cake celebrating JISAO's 30th anniversary; Marjorie will be in charge of getting the cake.

PMEL Photo Project

Mary inquired about the status of this and Joe and Meena said they would definitely set up a time to go over to PMEL and go around to take all JISAO staff's pictures

Performance Reviews

A reminder that staff should complete the self evaluation and give it to their supervisor at least 1 week before the May 31st deadline (which is the due date for both the self and supervisor evaluation).

Office Furniture

Mary will be getting new furniture for her office and asked if anyone else felt they needed new items now to let her know.

Lists

Betsy and Joe discussed their plan on to how to handle the various e-mail and other "person lists" we have: Joe will design a database in Access or FileMaker Pro and he and Betsy will enter the information into this database and manage it. How to get relevant info from the database onto our website is still being researched.

On a related note, Mary wondered if some of the information we have on the recently created new employee form is duplicating already existing info from Payroll. Betsy suggested printing the Payroll info and adding the non-redundant info.

JISAO PR

After looking at the program for the Leakey lecture, Mary said that when JISAO sponsors or is involved in other such events in the future, we ask to review the program materials beforehand.

JISAO Spotlight

Meena informed us that we now have 3 spotlight articles waiting in the wings: Edison Gica, Drew Hamilton and Igor Kamenkovich.

JISAO Outreach on our website

Cara brought up the possibility of expanding the Outreach section of the JISAO website to include an education section. Mary said this should be discussed with Tom the next time she, Cara and Tom meet.

Next meeting

Mary asked that in the next staff meeting, we brainstorm about what kinds of materials we need (posters, stickers, etc.) for “branding” JISAO, once the new logo is settled on.