

Staff Meeting

MEETING AGENDA

FACILITATOR: Caitlin Lu

NOTETAKER: Joseph Greer

STAFF: Mary C. Smith, Marjorie Reeves, and Cara MariAnna

- I. **MARY:**
 - a. JISAO admin website
 - b. Database design/development
 - c. Discussion of hiring another half-time person
 - d. Email communication
 - e. JISAO staff organizational structure

- II. **CAITLIN:**
 - a. Budgets

- III. **FRED:**
 - a. Procurement Card
 - b. Picnic

- IV. **MARJORIE:**
 - a. Travel & Purchasing?

- V. **MISCELLANEOUS:**
 - a. Joe & Cara