

JISAO STAFF MEETING
MAY 25, 2006

FACILITATOR: BETSY
NOTE TAKER: MEENA

PRESENT: MARY, MARJORIE, FRED, CARA, BETSY, MEENA

HAZMAT GROUP

The response time policy for the HAZMAT group has been drafted; it is modeled after the Cruise policy and is awaiting approval from the concerned authority.

AUDIT

Internal Audit took place on May24, 2006, and Grants & Contracts Certification Payroll Reports (GCR) was audited. It was pointed out that GCRs are to be signed & filed within the stipulated period of 60 days.

Betsy has a system whereby reminders are sent out to PIs for signatures & return of GCRs. Cara suggested that a memo can be circulated to ensure timely return of signed GCRs.

Mary informed the initial meeting with the State Auditors is scheduled for June 5, at 10 am. Cindy & Gayle will be attending. Mike, Mary & other concerned staff will also be present.

Mary wanted a complete/current list of TASK I, II, III budgets to be sent to the Auditors.

NEW OFFICE SPACE

The area for new office space is yet to be decided. After finalizing the requirement it will take a year for it to be ready for occupation.

IN-DESIGN

It was suggested that 'Buck' maybe used for the 'In-design' software program, & postpone getting a new computer for the time being.

Tim is to be consulted for the capacity required for running the 'In-design' program on a Mac computer.

JISAO PICNIC

Fred informed that a large space with 8 tables has been identified for the upcoming picnic. He was asked to reserve the same.

OUTREACH PROGRAM

Betsy attended the open house outreach program organized by Oceanography & Fisheries. A number of school children & adults were at the function. She suggested that next year JISAO should endeavour to participate in the program.