

FACILITATOR: Caitlin

NOTETAKER: Caitlin

STAFF: Meena, Marjorie, Joe, and Fred

SUMMARY of the MEETING:

- ❖ *JISAO's web site:*
 - Marjorie is responsible for updating administrative information except grants and payroll.
 - Fred is responsible for updating only grants and payroll information.
- ❖ Cara is back in Seattle as of today, 7/21/04; she feels little bit better according to Joe Greer, who spoke to Cara yesterday; there is a possibility that Cara will be back to work about 10 hours per week.
- ❖ Marjorie announced that three post-doctoral research associates have been hired (two for JISAO and another for the Program on Climate Change (PCC). Upon arrival, the JISAO post-docs will decide whether they want office space in JISAO or at the department with which they will be working most closely, e.g., Oceanography. The JISAO post-docs will be paid by the Task I budget.
- ❖ We reminded ourselves that the annual report must be done by September 2004.
- ❖ Caitlin announced that she has training on the first- to third-week of August 2004, mostly half-day from Wednesday to Friday.
- ❖ We mentioned of having another picnic for administrative staff, but unable to finalize the date because we missed two members from the team—perhaps at our next meeting when all members are present at the meeting.