

**JISAO Staff Meeting**  
Wednesday, July 25, 2007

Facilitator: Joe  
Note taker: Cara

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

**Annual Report**

Meena gave an update on the status of the annual report including appendices—13 of 35 PIs have turned in their reports. Marjorie's appendices are finished and in the shared folder. Cara will finish her report on diversity and outreach activities by the end of July. Fred and Betsy will finish their appendices as the report is updated. Mary is working on the graduate student list.

**Office Moves**

Joe and Betsy are moving their offices to make room for new scientific staff who will be working within the research groups of Nate Mantua and Eric Salathe.

**Vacation Plans**

Mary will be on annual leave August 6 – 17. Staff was reminded to notify Marjorie of any vacation plans and post our leave on the calendar.

**JISAO website**

The Sea Grant communications department may be providing consulting services for the JISAO website this fall and their communications director will let Mary know of their potential work with us in September.