

JISAO Staff Meeting

Wednesday, August 4, 2004

FACILITATOR: Joe
NOTETAKER: Mary

PRESENT: Marjorie, Joe, Meena, Caitlin, Mary

FORMAT FOR MEETING MINUTES:

Mary asked everyone to use the same format for the meeting minutes so that they look uniform on the web site. From now on, please use the format as shown in these minutes. If you want a template to start from, you can use this one. (Tip: I finish them in Word and then convert them to HTML for the web).

BUDGET EXPENDITURE APPROVALS – TRAVEL, PURCHASING, PAYROLL:

Mary asked all staff to review budget requests that cross their desks and make sure that all expenditures are appropriate on the budgets that are being charged. If you have any doubts about this, you should check with Mary, Caitlin or Fred.

We will continue to follow our standard procedures for travel, purchasing and payroll, as outlined on our administrative web site. This means that PIs must approve all expenditures on their budgets. Mike or Mary will approve expenditures on the JISAO administrative budgets. Staff can refer employees to the web site to follow any of these procedures. All forms and instructions are there.

ANNUAL REPORT:

Caitlin has prepared our funding and personnel data in graph and pie chart formats for the annual report. These are in response to what John Cortinas has requested. We will have these graphics printed in color to jazz up the report a bit. Since Mary will be on vacation the latter part of August and Mike will be gone the first part of September, we anticipate a crunch to get the report done by the September 30th deadline. We may be asking for extra help from everyone.

SENIOR FELLOWS and JISAO THEMES:

At the last Senior Fellows' meeting, it was decided to appoint several new members and also that Mike Wallace and Dennis Moore would review the JISAO themes for possible changes.

The complete list of senior fellows is on our web site. Newly appointed are Ed Baker, Meghan Cronin, Chris Sabine and Phyllis Stabeno from PMEL and Chris Bretherton, Qiang Fu, Lyatt Jaegle and LuAnne Thompson from UW. (Lyatt Jaegle will be designated as a Fellow, appropriate to her current rank as Assistant Professor.)

The JISAO themes now are:

- **CLIMATE (Global, Pacific Northwest, Arctic)**
- **ENVIRONMENTAL CHEMISTRY (Carbon Cycle, Aerosols and Trace Constituents, Hydrothermal Vents)**
- **COASTAL OCEANOGRAPHY (Tsunamis)**
- **MARINE ECOSYSTEMS**

SPECIAL NOTE: Mary will be on vacation from Weds., 8/18/04 – Monday, 9/6/04. Mike will be away a few more days in August and the first two weeks of September. Caitlin can sign grants in our absence.