

JISAO Staff Meeting

Thursday September 7, 2006

FACILITATOR: Joe
NOTETAKER: Fred

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

New Day for staff meetings

- We decided to change the staff meetings to every other Wednesday at 2PM.

Annual Report

- Jason Z. presented several design suggestions for the annual report to Mary & Meena; once chosen, this design will be used as a template for future Annual Reports.
- A draft of the body has been given to Mike for his review. He'll also write the Research Highlights section. Mary & Meena are going to come up with a timeline to get Mike's suggestions/corrections back.
- The report is due 09/30/2006 and has to be submitted via Grants Online; but we'll try to submit it a day or two before that, in case there are problems submitting it.

Collaboration meeting on 09/12/06

- 10AM in room 106, Fisheries Science Building. Mary will send out a reminder to attendees. Mary will moderate the meeting, and staff will talk about their own items.

JISAO brochure

- Once the Annual Report is finished, Cara has suggested working on a JISAO brochure—similar to the one from CICAR.
- Meena and Cara will brainstorm with Mary and then come up with a preliminary design.

JISAO web page

- It was decided to create a committee on webpage issues consisting of: Mary, Cara, Fred, Meena and Betsy. The committee will meet once or twice a week at first, then as needed. Meena will organize when the meetings will take place.

JISAO Team Vision

- As there have been some staff changes in the last 2 years, Mary asked that people review the JISAO Team Vision on our website (see [here](#)), and see if anyone thinks there should be any revision to them. We'll go over this at the next staff meeting.