

JISAO Staff Meeting Minutes
Monday, October 1, 2007
2:00 pm, Conference Room

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

1. **Website updates:** Fred asked everyone to give him information about upcoming events and seminars so that he can add them to our website. He also requested that each staff person review his/her specific areas of information on the website and let him know when any of it needs updating.
2. **Social funding:** Fred said that the social fund is almost gone (less than \$20.00 left). Mary said she would send out an email and collect additional funds.
3. **Annual report:** KUDOS to Meena and all others who helped with the JISAO annual report. It looks FABULOUS! A copy is now on the main page; Meena and Mary will meet tomorrow to discuss how to let everyone know about the report and how many copies will be printed.
4. **JISAO move:** Mary updated the staff on the location and timing of a possible JISAO move next year.
5. **Upcoming PMEL/AFSC quarterly meeting:** Mary is planning a meeting at PMEL in early November. Please send her potential agenda items.
6. **Administrative meeting:** Mary asked for agenda items for a possible UW administrative meeting in the near future.
7. **Staff meeting day/time:** It was decided that the JISAO staff meetings will be held every other Monday at 1:30 pm in the conference room. Mary will send around a sign-up sheet for facilitator/notetaker at the meetings.
8. **JISAO Council:** Mary updated the staff on the new JISAO Council.