

## **JISAO Staff Meeting**

### **Wednesday, October 26, 2005**

Facilitator: Betsy  
Notetaker: Marjorie  
Present: Betsy, Cara, Fred, Marjorie, & Meena

Betsy started the staff meeting at 2 pm with all present except Mary. The discussion concerned staff preparations for the meetings to be held with PMEL and UW administrators that hold grants through JISAO. Fred said Mary requested that the staff assign her responsibility for any items on the agenda they felt she should present.

The agenda items are

- Services JISAO provides and website review – Mary
- Annual report information gathering – Meena
- New PI memo – Fred
- PI training – Mary
- Publication Policy – Betsy
- JISAO vs. NOAA Supervisors – Mary
- GCI online approval – Fred
- JISAO recognition in media - Mary

Meena distributed a draft of the annual report form she is going to use this year for gathering information from the PIs. Cara suggested the question asking about types of degrees be written more clearly.

Betsy suggested that PIs should not be asked what task they are working under. Fred agreed. It was decided that the question about task would be deleted because the JISAO staff will know the tasks for all projects.

Cara stated that JISAO should be receiving more media coverage. One way would be that PIs should give JISAO credit when they are being interviewed. Meena agreed that JISAO should be mentioned more often.

Cara asked for clarification on question #15. It states, "Publication must have name of 'JISAO' mentioned in the introduction". Cara said it is normally stated at the end. Fred agreed. Meena said she would change the sentence.

Meena said John Cortinas required the objectives and accomplishments for each project in the annual report guidance this year.

Fred said Mary sent out an email about two meetings: PMEL on November 4, at 11:00 am and UW Departments on November 7, at 10:00 am in 123 Marine Sciences Building. Cara suggested a run through for the presentation on November 1. Fred concurred.

Meeting adjourned at 3 pm.