

## **JISAO Staff Meeting**

### **Tuesday, November 22, 2005**

Facilitator: Meena  
Notetaker: Mary  
Present: Cara, Fred, Marjorie, Mary, Meena\*

- **Staff Holiday Schedule:** Leave days for those taking off during Thanksgiving will be posted on the web. If anyone plans to take time off in December, send an email to Marjorie. (You should probably run it by Mary first so that she can make sure there is coverage while you're away).
- **Holiday Gathering:** Mary wondered if the staff would like to get together during the season. The choices are: going to Mary's for a potluck, going to watch the Christmas ships or going to a restaurant. We'll decide next week.
- **Computer support:** Fred updated everyone on Tim Hannon's plan for computer support. Tim will be available here in JISAO every Wednesday, 10am – 1pm. He will be working on the new backup system and other tasks we have for him. In the future, he will also handle new computer set-up and new I/P addresses. It was decided to give the extra LCD monitor to Ioana. The students also informed us that they probably will not need Tim's support.
- The meeting adjourned.

\*Note: Mary unexpectedly changed the meeting time, so Betsy was not able to attend because of her schedule.