

JISAO Staff Meeting
7 December 2006

Facilitator: Marjorie

Note taker: Cara

Present: Mary, Betsy, Joe, Fred

1. Mary asked that the JISAO staff schedule holiday vacations making sure the office is covered so that business can be conducted as usual. Mary updated staff on the office moves that would happen before the new director's arrival on January 8th.
2. Marjorie gave a brief update on the reception planned for January 19th to introduce the new director to the UW community.
3. Mary asked staff to provide her with agenda items for a January meeting at PMEL during which Tom will be introduced to the JISAO/PMEL staff.
4. Cara gave a report on the success of the 18 November GEAR Up Honors Academy educational event at NOAA.
5. Fred updated staff on the JISAO software library which would centralize the software used by JISAO and CIG and include a list of program licenses.
6. Marjorie informed staff that the updated travel request form requires people to document whether or not they are giving a presentation when they travel for business.