

JISAO Staff Meeting

Wednesday, December 22, 2004

Facilitator: Meena
Notetaker: Marjorie

Present: Fred, Joe, Marjorie, and Meena

Holidays

The meetings began with wishing everyone happy holidays and discussing our way of celebrating this time of year.

Database

Joe stated that once Cara came back handling the payroll again, he would start working on developing a general database for the office.

Cara

Cara will slowly start increasing her hours of work. She hopes to be back by the first of the new year working 15 hours a week. We discussed the changing of the staff meeting day to include Cara back into the meetings. It was suggested that the meetings be changed to Thursday to allow Cara to attend.

Inventory

At the collaboration meeting with Fisheries, APL, Oceanography, and Atmospheric Sciences, it was suggested to assign equipment to the department where it is located. Marjorie contacted EIO to find out how this could be accomplished. Heidi from EIO instructed us to turn in 1024 forms with the changes and she would handle the rest of the process.

Budget

Fred let everyone know that a budget spreadsheet will be added to the web making more information available to the inquiring mind.