

Date: January 17, 2013

Location: Wescott Bay Room

In Attendance: Anne E., Joni M., Dorothy, Jane, Brian, Michele, Nancy, Anne K., Danette, Jennifer, Anita, Tammy, Hope, Lana, Kristine, Susan.

Treats – Nancy Menard and Jennifer Longchamps

Game and Door Prize – Anita Garcia-Holzemer

### **Trick**

Dorothy demonstrated a card trick which promoted good listening.

**LCC Update** – No meeting

### **Contract language for POs – Michele**

Michele handed copies of the ***FSC-113 PO Terms and Conditions***. As of today, it must be attached to every PO that is sent either by email or in regular mail. It should be attached every time, even for repeat vendors. For vendors who only require a PO number, there is language on the PO itself that states it is the vendor's responsibility to request the information. FSC-113 is available on the [Forms](#) page as well as the [Accounts Payable](#) page on the NWESD Intranet.

### **GSMU Update – Tammy**

GSMU instructions are on the intranet for "How do I list my classes?" There are instructions on whether it will be in the Tuesday Edition or not.

Tammy is now sending out weekly updates on GSMU issues and tips & tricks.

If it is slow, send Susan an email with the time, what you were doing, and how long you waited. Susan will send a help ticket. If you have issues let Susan or Tammy know. The more specific you can be the better.

### **EMMA campaigns/Tuesday Edition**

Some have expressed that the marketing is not as successful as hoped. There were concerns that it was not reaching the people who might be interested in certain classes. The Tuesday Edition goes to Principals, Curriculum Directors, Special Ed Directors, teachers who have signed up for it, and special groups as requested. It was suggested there could be a box for class participants to check if they wish to receive Tuesday Edition, or have a card available they can fill out to request it.

Rachael, Joni and Tammy can check to see how many clicks were generated by an individual EMMA campaign. It was requested that Rachael report monthly on how successful the marketing is.

EMMA campaigns are only for special causes. Request consideration for special cause from Rachael. EMMA is locked down now - if your special cause request is accepted, you will get access to create and send your campaign.

Rachael will be converting the website to Drupal 7 when she returns from vacation. In her absence, EMMA will be completely locked down. Tammy is backup in case there are problems.

**Useful Tip from Joni M. – when you go to your boss (or any co-worker) with a problem or issue always have suggestions for a solution!**

### **Copyright procedure additions – Jennifer**

Jennifer handed out updates that go into the copyright binders for each department.

### **Restaurants in Anacortes – Anne K.**

Anne put together an updated list of restaurants in town from several different sources. She'll send it to support staff. Also, a link to the Chamber of Commerce's list was placed on the website.

### **Packages in lobby**

Joni asked that everyone please pick up your packages in a timely manner.

### **Department Go-Round**

- Dorothy is busy and loving it.
- Jane – everyone is hired now. The last counselor starts in July. She thanked everyone for helping take care of her class yesterday while she was out ill.
- Brian – there will be a class soon (January) on invoicing for classes in Wespac. Space allocation charges should be done within the next couple weeks.
- Lana – This was her last Support Staff meeting. She thanked everyone – “you kept me laughing” through these years. We will miss you, Lana!
- Joni – traffic safety classes are very busy right now, lots of calls. A new administrative assistant has just been hired, which should help.

Meeting adjourned at 11:15

*Minutes respectfully submitted by Anne Elkins*