

Date: December 18, 2013

Location: Westcott Bay Room

In Attendance: Angela Currie, Anita Garcia, Anna Bell, Anne Elkins, Danette Riordan, Dorothy Moller, Hope Noyes, Jane Morgan Jennifer Longchamps, Joni Morrell, Kara Moore, Kristi Gunerius, Kristine Juhl, Noreen McKinney, Susan Singer

Snacks: Provided by Jane and Noreen

Game & door prize: Provided by Susan, won by Anne Elkins

LCC Update

Nothing to report, the December meeting was cancelled.

Survey – Jennifer Longchamps

Jennifer will be sending out a survey to all support staff to get feedback on how directors/managers can best use an administrative assistant. We all have different views and experience, so it will be helpful to put our ideas together. The results will be confidential as to who the submission came from.

Closer look at Outlook – Joni Morrell

With regards to plain “Outlook”, there is not a lot out there, but Joni shared a video on Microsoft Outlook 2010, and how to best use our “Task” manager. (You can google to view if you missed it).

The next task was regarding “Distribution Lists”, how to add/export lists from one list to another. We discussed the use of mailing labels, and calendars.

It was brought up that we would like to have some training on Excel formulas. Joni will check to see the possibility of having Kyle work with us on Excel.

Other

None

Go Around

Kristi – most everyone will be out in SPS during the Christmas week. Angela and Anna will be in.

Anna – Thank you to everyone for the support and help that she has received while working in SPS. She will be here and help with the transition of Danette leaving.

Danette - Last day will be January 3rd. She will begin working for Anacortes SD on January 6th. She will be out during the week between Christmas and New Years. A Thank you to everyone for the experience spent working at NWESD.

Jennifer – Reminder of the Potluck tomorrow (Thursday). There are still places to sign up for food. The two main events for our Christmas Pot Luck will be food and the raffle drawings. (no white elephant or entertainment this year).

Hope – will be here during Christmas and New Years. Wendy and Kristine will be out.

Dorothy – Will be out during Christmas week. She is learning and enjoying working with GSMU.

Noreen – Terri and Noreen will be out on December 30th.

Susan – Kevin will be in during the Christmas week for technical support.

Kara – will be gone through New Years

Joni – Will work on the 23rd and be out until January 2nd. The NWESD Office will be closed, and there will be no incoming/outgoing mail during that time.

Kristine – Shared the story of the two boys from NLRC who came to pick up our donations. They were very thankful and wanted to meet “A Director”. Ask her for the rest of the story.

The meeting was adjourned at 11 (something)am.

Minutes respectfully submitted by Dorothy Moller