

**NWESD Support Staff Meeting**  
**March 20, 2014**  
**10 – 11 a.m. Westcott Room**

**Present:** Anna B, Rose, Jennifer, Kristine, Susan, Hope, Tracy, Dorothy, Kara, Anita, Joni, Noreen, Angela, Paula, Jane, Tammy

Treats were provided by Rose and Nancy – thank you!!  
Game and door prize provided by Noreen – Anita won

**LCC Update:**

- No meeting

**Treated to treats for April meeting:**

- Joni received an email stating that the Directors will be providing our treats at the April 17th meeting.
- Noreen is minute taker
- Joni will bring the game and prize.

**Money matters: electronic invoices and cash only:**

- Coupeville is totally electronic – all purchase orders, invoices.
  - Joni has talked with Carol Browder about our ability to do purchase orders completely electronic – it is in the works, but no time frame.
- Lummi Nation is on a Cash Only basis. They will beg and pled to submit purchase order, but they will not pay.

**Meeting room protocol checklist:**

- Postponed

**Printer etiquette:**

- Workroom: Prefer that job over 20 pages be sent here – not appropriate to interrupt staff printing a large job for a 2 page job, same deal as printing a 200 page document at the smaller printers.
- Paper placed in drawers 1 and 2 to be removed when you are finished with your print job.
- If you place anything besides white paper in the main supply drawers you need to remove when complete – not good if I send pages to print on white and it comes out on green – my money and time wasted.

**Chair options:**

- Looking into what type of chair to purchase for the new meeting rooms. Two choices:
  - Folding chair that is approximately \$37/chair. Wider than the banquet chairs in the RH room, wider base so only two at a table. Black mesh.
  - Banquet chair like the ones in the RH room, but will be different metal and material color approximately \$75/chair.
- If you have a preference please let Joni know.

Only NWESD events will be permitted in the new meetings rooms and if you have a class in there over the weekend, you must stay to monitor participants, as there is no way to lock down the upstairs offices from those meeting rooms.

**FedEx supplies:**

- There are many FedEx supplies in the mail room (Madrona). FedEx is becoming cheaper than UPS and the post office. FedEx will also pickup at the office when called.

**Excel Tutorials:**

- We viewed the following videos from Lynda.com.
  - [Entering data or formulas in non-adjacent cells simultaneously](#)
  - [Converting formulas to values with a simple drag](#)
  - [Split screens and frozen titles in a flash](#)

**Other:**

- Noreen is no longer going to send out the aging report. All WESPac user should have access to run the report, or you can ask Noreen to run one for you as needed.

**Department go-round:**

- Each person gave a brief update on what activities were taking place in their departments.

Meeting adjourned at 11 a.m.  
Minutes respectfully submitted by Tammy Lee