

NWESD Support Staff Meeting
June 19, 2014
10-11:30 a.m. in Wescott Bay Room

Present:

Kara, Angela, Tracy, Anya, Rose, Anita, Kristine, Hope, Kristi, Susan, Anne, Paula, Joni

Treats:

Provided by Kara and Tammy – Thank you!

Door Game & Prize:

Kara – “I have never...” game. Anya won, Kristi was 2nd

LCC Update: No meeting

Change in Outgoing Mail:

Anya reported that as of July 1, 2014 the Anacortes Post Office will be sending the mail out at 3:00pm instead of 5:00pm. Mail will be posted in the morning in order to go out that day. Joni will notify staff that any mail posted after a determined time (TBA) will not go out until the following day.

Excess Supplies:

Since everyone seems to be cleaning out their areas and supplies, Joni is going to set up a supply area at the DRC free for a day event on June 27. Anyone that has anything can bring it to the Reid Harbor Room on June 26 to include in this area. Note: Anyone wishing to help clean up after is more than welcome – Start cleaning at 3:30.

Online Learning Opportunity:

NWESD has purchased a license to Linda.com, an online learning program. There are many different videos on many different topics in Microsoft Office Suite, Adobe, etc. Staff may use this program by checking out the use card hanging in Rachael’s office and signing the form that is there. Only one user can use at a time.

Online Training: Time Management Fundamentals (Lynda.com)

Joni shared the first section of a time management program available through Lynda.com. The subject was “Space, Mind, Time” and the instructor talked about multitasking which he called switchtasking. There are three drawbacks which make switchtasking an ineffective method of working:

- 1) It increases the amount of time spent on tasks.
- 2) The quality of output decreases.
- 3) Your stress level increases.

This was demonstrated through a tool that we completed.

Other:

~Kara is asking for ideas for fiscal trainings that we might be interested in. If there is something you wish to learn more about, send an email to Kara.

~Rose explained about new deadlines for entry for accounts payable. Get to her by the 1st or 15th of each month. This is due to the fact that UPS is taking longer to deliver warrants.

Department Go-Around:

Each attendee took a moment to share what is going on in their departments. Everyone is busy with the end-of-year paperwork and schools closing.

Tour: We took a tour of the new meeting rooms which will be available for booking in July 1, 2014.

Meeting adjourned at 11:30 a.m.

Minutes submitted by Kristi Gunerius