

NWESD Support Staff Meeting
January 15, 2015
10:00am – 11:00am in Mount Erie Room

Present:

Susan, Noreen, Rose, Anna, Jane Anita, Gerry, Dorothy, Paula, Jennifer, Nancy, Mia, Angela, Kara, Kristi Jodi, Kristine, Tracy.

Treats:

Mia – Yummy Berry Stuff
Jennifer – Baked Brie

Door Game & Prize:

Anita – M & M Trivia Game with Jar of M & M's as prize

LCC Update:

No meeting held in December

Meeting Rooms:

We now have wireless signage for our meeting rooms so be sure to use. Also outside of each meeting room door is a plexi-glass case for your paper signs. The template is on the Intranet for your convenience. Internet Login: Seahawks/Visitor will stay until after the Superbowl

Food Handling: reminder to use gloves when handling food. Do NOT store food items with cleaning supplies in the meeting room flippers (hot chocolate, cups, etc. next to Windex). When setting up meeting room, open stack of cups from the bottom and set them upside down on a paper towel. Small and medium gloves are available in the Reid Harbor room in the kitchen drawer next to the coffee pot area. Staff should let Joni know when stock gets low. Joni has purchased a new punch ladle so if you use the punch bowl, please be sure to wash and store with the punch bowl so it does not walk away. The punch bowl should be locked up in Darrell's office.

Contracts:

When e-mailing a contract, never send a word contract. Always send as a PDF. When you receive the contract, it should be stapled and open to where Jerry can sign it. Please be sure to use the most current contract template (do not copy old contracts) as wording has changed and will change. After Jerry signs the contract, scan a copy, attach to your P.O. and originals go to Terri to be kept in a fireproof file.

Copyright Manuals:

Jennifer reminded all that there should be copyright manuals in every area for your review.

Group Registration Forms:

Nancy brought up for discussion the possibility of adding "grade level" to the registration forms as it is something that is needed in T & L Department.

Word 2010 Tips:

Joni shared a video from Lynda.com on Word 2010 Tips.

Other:

Kara advised that she is in the process of working on 2015 Space Allocation which will be needed for the Annual Audit in February. Let her know if you have any changes. The Auditors will begin showing up late January. Smile and say Hello.

Department Go-Around:

Each attendee took a moment to share what is going on in their departments.

Meeting adjourned at 11:30a.m.

Minutes submitted by Dorothy Moller