

AD Meeting – Agenda – October 19, 2010

HBF Mauka Conference Room: Doug Simons, Polly Roth, Eric Tollestrup, Terry Lee

SBF Main Conference Room: Nancy Levenson, Gustavo Arriagada, Andy Adamson

Agenda Item(s)

1. [Doug, Neil] Staff survey
2. [Nancy] Board meeting document preparation
3. [Gustavo] Responsibility, operations, and safety of FTZ warehouse

Action Items from Previous Meetings

AD 0706-2: All

Commit to a date to have all staff complete their goals for 2010. Currently 51 staff members have not fully completed the PAR with this requirement.

Due Date: July 30

08/17: Andy – all but one are done bar the clicking; Gustavo – all except software; Polly – one remaining

08/24: Need one more week.

08/31: Will report back next week.

09/07: Polly, one; Andy, one; Eng, a few more

09/14: Polly, one; Andy, one; Eng, a few more (software)

09/21: Polly – Pete has returned today and am hoping to report this complete by next Tuesday's AD meeting

Gustavo – Manuel and Arturo has requested two weeks. No update from Andy.

09/28: Andy – working on Tom's; Gustavo – sent a reminder to Manuel; Polly – Pete will complete his final evaluation tomorrow.

10/12: Andy in progress

10/12: Gustavo in progress

10/12: Neil done

AD 0803-2: Andy, Inger, Bernadette, Gustavo

Andy, Inger, and Bernadette meet and discuss the On Call Policy document that has been received from Gustavo and send comments to Gustavo for discussion at AD meeting.

Due date: August 24, AD Meeting

08/17: Andy will set up a meeting with Inger and Bernadette

08/24: Will be ready at the next AD meeting

08/31: Gustavo – had a good meeting with Andy today wherein we discussed and merged a document. I need to add the 4x3 policy into the document.

10/12: Gustavo – will officially announce the staff that the 4x3 proposal with <40 hours/week regular work is no longer feasible when the shutdown is over

AD 0928-1: Gustavo

Respond to Andy's proposal for fortnightly meetings

Due date: Oct 1

10/12: related issue: many meetings every week; all overlap time is booked

Gustavo and Andy: Hold Tactical meetings and AD meetings on the same day (3 hours max once a week)

Eric: concern about effectiveness with long meeting

Gustavo: suggest appointing a time keeper - same he does at the EMM meetings

Nancy: to find from Doug and Polly more suggestions on how to manage future meetings

Due date:

AD 0928-2: Andy

Provide an update on the process of defining the roles and communication protocols for instrument coordinators and instrument scientists.

Due date: Oct 26

AD1012-2: All

Identify critical items that can be taken off the list to free up resources. Send comments on Oct 14th, and meet conclusions at Tactical meeting on Oct 15th.

Due date: Oct 13

AD1012-3: Gustavo

Find the right time with Manuel Lazo to schedule a “work session” on software implementation

Due date: Next week

AD1012-4: Nancy

E-mail Bill Smith requesting the writing down of a formal Terms of reference for the NSF Proposal review

Due date: ASAP