

Staff Meeting Minutes
T.J. Jones Information Resource Center
December 1, 2006

Present: Joy Jewett, Jessica Pentz, Kara Larson, Polly Crandall, and Elinor Booth.

Absent: Gail Evans and Keith Cich

Prayer: Prayer requests were taken. Elinor prayed.

The minutes of November 10, 2006 were read and approved with some grammatical changes.

Christmas Banquet: All areas of the Banquet were discussed. The food order will be placed next week once everyone has given their RSVP to the Administrative Assistant. Party favors and decorations were discussed and a staff member will pick them up next week.

IRC Winter

Break Hours: The Director made sure that everyone knew the day that we close for Winter Break. The Administrative Assistant will post the hours in the Rama Report and the screens around school.

Student Hours: A staff member has been calculating the student's hours to make sure they all finish the hours they were given. Staff gave extra openings and time slots during Finals week if they would like to make up the hours during that time. Almost all times slots are filled and hours made up.

Next Meeting: The next staff meeting will be December 8, 2006 at 9:45am

Respectfully submitted,
Kara Larson
cc: Dr. Burkman