Operating Staff Meeting Minutes
January 11, 2012

Welcome
Today’s meeting was combined with a potluck event with a short business meeting to begin.

Fundraising Transfer of Funds
Christine Hoch made a request for two Motions to transfer funds. The first motion was for the sum of $500 from the general account into the Operating Staff food account for future meetings. This motion was made by Roberta Thompson and seconded by Deb Cole. The second motion was for the transfer of $2000 from the general account into the payout account for two scholarships in the amount of $1000 each which was made by Tanya Jollie and seconded by Deb Underwood. All were in favor of both motions. A balance remains in the general account of $2067. Diane Tiffany followed this up with an explanation of the two accounts and why it is important to transfer funds to the principal account as soon as feasible.

HR: Resource Update
Due to unforeseen circumstances, this item on the agenda will need to be moved to a future meeting.

Training: Email 101
This agenda item pertained to the question of the month that was distributed on tables asking OS if there was training they would like to participate in with the idea that many OS do not utilize their email and training on how to access and use email might be beneficial. Surprisingly, the question of the month did not result in any interest in email training but did result in an interest in training in the following areas: Excel, Wiki, PowerPoint, Web Design, Access and Moodle. Further information on training in these areas will be forthcoming.

New Business
The Fundraising Committee announced this year’s basket raffle will be held on April 5 and all basket donations would be more than appreciated.

Food & Fellowship
The meeting adjourned and the potluck enjoyment began.

Respectfully submitted,
Colleen Kenny