

# **Central Warehouse Advisory Council Meeting**

## Draft minutes for January 15, 2004

**Attending:** Richard Field, Director of Purchasing/Warehousing  
Doug Christensen, Warehouseman, Committee Chairman  
Jim Perrick, Supervisor, Maintenance Services  
Denise Orme, Principal, Silver Mesa Elementary  
Dale Burke, Head Custodian, Alta View Elementary  
Linda Packer, Secretary, Nutrition Services  
Wally Francom, JCPA Representative, Ridgecrest Elementary  
Jim McDaniel, Warehouseman  
Kim Forrester, Secretary, Central Warehouse

**Excused:** Randy Gray, Head Warehouseman

The Central Warehouse Advisory Council meeting was held Thursday, January 15, 2004 at 2:00 p.m. in the Central Warehouse Conference Room, 225 East 9300 South.

### **A. General Business**

The minutes from October 23<sup>rd</sup> were read through, no changes were made. Rich moved to approve with a second from Dale. The minutes were approved by unanimous vote.

### **B. Secretary Training**

We would like to re-schedule the training for April 28, 29 and 30. These dates have been proposed to Sherry Wasden for approval. As soon as she has approved them we will schedule the training with the secretaries. They will be trained about warehouse procedures and ordering on the Delta system. We will show them the warehouse. It will be an opportunity for them to ask questions. Wally said that Pat Thompson is working on other secretary training. This will probably be about student tracking and accounting, etc.

### **C. New Delivery Schedule**

Denise said Silver Mesa staff was excited to see the new schedule. Ridgecrest also likes the change. Warehouse personnel think it works well on this end. It makes things easier to receive, and ship, smaller orders more often. Linda stated that Marilyn is pleased with the customer service from the warehouse. Part of the new schedule is to deliver will calls from all departments, instead of having someone come from a school to pick up products.

Our next meeting will be April 15, 2004 at 2:00 p.m. Doug then adjourned the meeting.