

Central Warehouse Advisory Council Meeting

Approved minutes for September 18, 2003

Attending: Richard Field, Director of Purchasing/Warehousing
Doug Christensen, Warehouseman, Committee Chairman
Randy Gray, Head Warehouseman
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: Jim Perrick, Supervisor, Maintenance Services

The Central Warehouse Advisory Council meeting was held September 18, 2003 at 2:00 p.m. in the Central Warehouse Conference Room, 225 East 9300 South.

A. General Business

Rich Field welcomed everyone to a new year of advisory meetings. He thanked all for their willingness to serve on the board. Each of us introduced ourselves and said where we were from so we could get to know each other. New members this year are; Denise Orme, Linda Packer, Jim Perrick, Doug Christensen, Jim McDaniel and Wally Francom (who may not be a permanent member). Returning from last year are, Rich Field, Randy Gray, Dale Burke and Kim Forrester.

The minutes from our May 8th meeting were read through, Rich moved to approve with a second from Dale. There were no changes made.

B. Committee Chair Nominations

Rich opened the nominations for a committee chair. Nominees were Dale, Randy and Doug. Each member then voted, with Doug Christensen being named our new Committee Chairman. Dale offered his help to Doug if needed.

C. Meeting Dates

The following dates have been set to meet as a committee: October 23, 2003, January 15, 2004 and April 15, 2004. Each meeting will be held at 2:00 p.m. With the experience of last year, it was decided that meetings would be held quarterly unless there is a need to meet at an early date. Also, after the April meeting we will decide if we need a meeting before school ends.

D. Secretary Training

In our May meeting it was discussed that the CPIC Committee requested the warehouse to provide some secretary training about warehouse orders and procedures. Rich reviewed these comments from May with us. Wally talked about the district funding on classes and a mentoring program for secretaries they are trying to get started. The CPIC Committee would like to see more training of this kind to use the funds that the district has set aside. There would not be any charge associated with this warehouse training. This type of training has been done in the past and has been very successful. Randy talked with some schools that said they are too busy during August to attend training and would like to have it later in the year. For our October meeting Randy will come up with the dates, the schools said that the first part of December was a good time. We will plan to spend at least one hour for the class. We will need to get approval through the executive directors also.

No other issues were brought up so, Rich adjourned the meeting. Please contact Kim with anything for the agenda, 567-8826 or kim.forrester@jordan.k12.ut.us.