**NBER Staff Meeting Agenda**

**April 5, 2023 – 11:00am**

1. **Welcome to Ken Sun (Erin & Jim)**
2. **Tim Page Left in Early March (Jim)**

 **\* Open Position for Public Information and Research**

 **Dissemination Coordinator**

1. **Grants Team Staffing Changes (Alterra & Jim)**

 **\* Khansa Mahum has been Promoted to Research & Grants**

 **Administrator**

 **\* Billie Sue Desrosiers has Become a Grants Admin Assistant**

 **\* Open Position: Grants Admin Assistant**

1. **Feldstein Conference Room Renovation (Erin)**
2. **Update on VPN Transition (Erin)**
3. **Pizza Party: Thursday April 27 12:30pm**
4. **New Business**

**Next Meeting: Wednesday May 3 2023 at 11:00am**

**(first Wednesday of May)**