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| **Tolano Adventures**  **Status Update for: January** | | | | | |
| **Present**: | | Nick Klassen  Andrew McSweeney  Toby Belanger  Curtis Gorksi  Kanda Yamoto  Lawrence Jang | **Absent**: | Madison Cowell  Jamie Gibson | |
| **#** | **Discussion Point** | | | | **Action by:** |
| 1 | * Office 365 pilot off to good start * Capturing very good stats on web visits * SharePoint easy to set up, although need more feedback from everyone * Lync an excellent tool to communicate and run webinars * Pilot expected to end in six months | | | | Travel Directors |
| 2 | * Seattle office opening scheduled for mid-March * Ji Mai Kim hired as new Office Manager * Very knowledgeable about Washington State so can help immensely with new local tour proposals * Some delay in getting new toll-free number, but in place now * Need decision regarding whether to set up toll-free numbers for Andrew and Lawrence – Lync web conferencing | | | | Nick |
| 3 | * Response from Haunted Tours very favorable * Being asked to offer more of this type of tour * Survey to be created to gather more information on locations, tour length, and so forth | | | | Andrew |
| 4 | * Need feedback on which trade shows we want to exhibit at or attend this year * National trade shows well attended by vendors and good place to make and update network of contacts | | | | Nick  Shauna |
| 5 | * Curtis working on new types of tours for South Asia region * Feedback received from customers for more offerings in Australia also * Request from one client about exploring rain forests | | | | Curtis |
| 6 | * Travel Director position in London still vacant since Andrew transferred to Seattle * Job posted with top travel agencies in Europe * Will be added to employment agencies online next weekend | | | | Abigail |
| 7 | Next status update meeting scheduled for second Monday in February | | | |  |