**OFFICE MANAGER’S REPORT - JUNE 11, 2014**

* Currently working on a budget for the office with the help of George.
* Ball Machine - Question why can’t it be used in the summer time? Make it only usable when the staff is working.
* I would like to be on the training course for the defibrillator.
* Some staff feels that the janitor doesn’t always clean the office. I approached Liyan and he said he cleans all areas all the time. Some days he goes out and comes back.
* Spoke to the accountant regarding staff not getting paid for stat holidays. She said they do get paid. (Example of when they didn’t get paid would be good.)
* Statement was made that all staff only get minimum wages. That isn’t the case, only one employee gets minimum wages of $10.25 the rest get more.
* Requesting for staff to get a job description. They get one with their training package and one is at the desk.
* Posting rates where everyone can see. We will get done.