**NBER Staff Meeting Agenda**

**December 4, 2024 – 11:00am**

**Feldstein Conference Room and Zoom**

1. **Secret Santa (Jim)**
2. **Holiday Closing Protocols (Lisa)**
3. **NBER on BlueSky and Social Media (Kevin)**
4. **Upcoming IT Downtimes (Erin)**
5. **Revision to Employee Assistance Program: Lucet (Diane)**
6. **Security Alert: Matt Wimble (Jim)**
7. **Upcoming Dates to Save:**

**\* Holiday Party: Wednesday December 11 @ 12:30pm**

**\* Office Closes at 12:30pm: Wed Dec 11, Tues Dec 24, Tues Dec 31**

**\* Next Staff Meeting: Wednesday February 5 @ 11am**

1. **New Business**