**Vehicle Organization Meeting Minutes**

**Attendees:** Sarthak Prasad, Olivia Messerges, and Shawn Patterson

**January 18th**

* Olivia organized all data and presented findings
	+ Removed all equipment
	+ Departments highlighted in red have more than 5 vehicles
* PRI was tricky to organize because “IL State Water Survey” “IL State Geological Survey” and “IL State Natural History Survey” were listed under many different names
* See the summary document for a sum of each department's vehicles
* Sarthak will draft a Fleet Administrator email, starting with Prairie Research Institue, and share it with Shawn and Olivia to review, emphasizing that this does not need to be a new role, but an additional responsibility on an existing staff member

**December 21st**

* Shawn organized all the current vehicles and equipment that F&S has a record of
* Remove equipment (generators, golf carts, mower, etc.)
* Olivia: Organize by vehicles department and identify departments with +5 vehicles