2/1/15 We have hired part time CFO to review business model. He reviewed our pipeline last week, and it passed his review – he couldn’t think of a way to better go about doing what we are doing, although this was the first meeting.  He did want more details in the forecasting.  He also asked for me to firm up some contracts in the near term.  
2/23/15 2nd meeting was a little less gentle – he was after details of forecasting including forecasts for each possible contract, the aim being to prioritize those contracts that could lead to highest long term gains.  
4/13/15 might have found non exec director in the UK.  Will give some thought, but she might be ideal.  
4/27/15 – still looking for business ballast for Woodruff Scientific in the US.  
5/18/15 with new contracts in hand, we are going to be hiring accountants to perform more services (they have been doing quarterly reconciliations and tax filing, but moving forwards they will be brought in to do monthly tax filings and possibly also payroll).  
5/25/15 have hired book-keeper who will launch into recs tomorrow and bless payroll before it goes out.  Forecasting is now up-to-date with actuals.  
6/1/15 accountants copy sent, crib sheet sent, recs starting.  
6/15/15 2nd business computer set up for Accounting (QuickBooks) and remote access by accountants via GoToMyPC.  
7/6/15 looks like this current facility is good for the next two years.  If we need more offices or labs, then we will obtain them in this building, even on this floor, likely. There's a budget for more financial management, which will give us quarterly company reports. I might need to find a sales/marketing person sometime soon since we have $ to support that role.  
7/13/15 if SBIR budget is agreed to, we could potentially open another office - perhaps in SD to serve other fusion organizations.  
7/20/15 starting to think about long term strategy - perhaps will be synergistic with CFSI 1-day meeting... might do the WSI after CFSI, or at least informally.  If we are opening an office in SD to service fusion orgs there, why would we not do so close to the East Coast... thinking Ann Arbor MI, since none of our customers are in the PNW, and Ann Arbor is within an hour of UWisc, PPPL, Swarthmore, MIT, UMBC, UM, etc.  
7/27/15 starting to put together a board call for October - likely all will be welcome to sit in the call.  
8/3/15 advertising for virtual admin assistant - roles below (if you know anyone interested, let me know).  
8/10/15 MI reconnaissance went well: tax credits would allow WSI to do more in MI, and there is no MfE here, just IFE.  Proximity to fusion centers a big big plus.  Hiring NED, but much groundwork to do before that, CFO primed.  Healthcare benefits need to be set up this week (deadline is next Monday).  
8/17/15 set up healthcare benefits for WSI employees, interviewing admin assist this week.  
8/24/15 out of three applicants interviewed for admin assist role, one seemed about right.  Will invite her in to chat about role.  
8/31/15 have offered role to one candidate with Maths major - likely will start next week.  Will give some more thought to offices in MI since East Coast trip was really productive/useful.  It does matter to be close to those you are working with.  
9/8/15 still working on insurance for new offices in San Diego.  Likely will have that issue resolved this week.  
9/21/15 got insurance, and power, still need internet... likely today.  Felicia is working on web and marketing and some accounting, getting her feet under the desk, virtually!  Am not thinking about MI for the time-being.  Too much to do right now.  
 9/28/15 power is on in San Diego.  Paul's computer is on order.  Felicia is working on streamlining payroll, marketing lists and Associates email.

10/5/15 CA office rent set to autopay.  Gas and electric will need to be done manually. Felicia to come in one evening in next couple of weeks.  Have cleared out central office here for Dr. Melnik, will need some more equipment (computers).  
10/12/15 Felicia came in to the office on Saturday for a couple of hours and started in on our filing - MUCH more orderly now!  However, much more to do - will be fixed in coming months with monthly in-house meeting.  We are moving board call to after the APS meeting, too much to do on technical matters.  
10/19/15 all good this week.  
10/24/15 new engineering station set up last week with Shark and other capabilities.  Converting another computer station to windows for other CAD capabilities.  Felicia is thinking about ways of getting our business side of things tidied up some more.  
11/2/15 another engineering station set up to run ViaCAD and other design tools for PPPL contract in the Engineering office.  Doing a major clear out of computers and e-waste this weekend, Felicia in on Saturday to help again.  
11/9/15 Felicia will be in to carry on the office tidy up this Saturday.  Likely retiring the 3d printer.  Who want it?  
**11/16/15 all need contracts, WSI needs insurance renewed, likely get to all this tomorrow first thing.**