

A G E N D A

Council Administration Committee

Tuesday, August 28th, 2012

5:00 pm

SUB 6-06

1. Approval of the Agenda
2. Approval of the Minutes
3. Announcements
4. Old Business
 1. Tabling at Clubs Fair (20 min)
 - i. Promo Materials
 - We will possibly get the two-pocket folders from the SU Marketing department. If not, we will hand out the printed brochures.
 - Brochures will be printed on Friday, if you have any concerns about the current brochure please let Kelsey know ASAP!
 - ii. Staffing the Table
 - Doodle poll will be sent out to all councillors this evening. Shifts will be two hours long with a maximum of two people at the table.
 - Tabling FAQ sheet will be sent out to all councillors closer to clubs fair.
 3. Student Representatives Social Event
 - i. Date is booked. Is there anything else that we (as CAC) need to do with this?
5. New Business
 1. Fall Retreat
 - i. Initial Planning
 - How do we want the fall retreat to look like? What kind of scheduling do we want to see?
 - Pick out possible dates and get council feedback on which one would
6. Discussion Period
 1. Council use of Google Calendars—Dongwoo Kim

7. On-Going Items

1. Council Mentorship Program

7. Confirmation of next meeting date – Tuesday August 28th, 5:00 pm

8. Adjournment