

AGENDA

2011-2012/CAC/17

Council Administration Committee

Tuesday, December 6th, 2011

5 PM

SUB 6-06

1. Approval of the Agenda
2. Approval of the Minutes
3. Announcements
 1. Attached is the schedule for CAC's business in the Winter semester as proposed in the last CAC meeting
4. Old Business
 1. Council Swag
 - i. Vote on items
 - ii. Create requisition for Chair to set up
 2. Council Outreach Fund
 - i. Official list of those who opted in
 - ii. Reallocation of funds
 3. Committee Check-Up
 - i. Possible postponement of check-up
5. New Business
 1. Social proposal
6. Discussion Period
7. Confirmation of next meeting date – Tuesday, January 10th, 5:00 PM
8. Adjournment

Council Administration Committee: Proposed Winter Semester Schedule of Business

Month	Required Items	Additional Items
January	<ul style="list-style-type: none"> - Appendix for Outreach Fund (Chair) - Committee proposal 	<ul style="list-style-type: none"> - Council Swag Order - Formal CMP Plan with advertising and sign-up (incl. SUtv and website) - Distribute swag
February		<ul style="list-style-type: none"> - Rules regarding Skyping into meetings - CRO Selection Panel
March	<ul style="list-style-type: none"> - Committee Check-up (first meeting) 	<ul style="list-style-type: none"> - Standing Order review - Committee Standing Order Review <ul style="list-style-type: none"> - 2012/2013 Speaker Contract - Shortlisting 2012/2013 Speaker
April	<ul style="list-style-type: none"> - Creation/Approval of Transition Report 	

* This schedule allows for additional items to be brought to committee as decided by Council