Operations Council Meeting Minutes
November 20, 2012

Present: Steve Marini, Ex officio, Faith Symmes, Chair
Members: Beth Austin, Paula Carey, Ken Dwyer, Sandra England, Marge Evans, Ricky Frazier, Jean McLean, Elsie Newmane, Cheryl Travers and Steve Zisk

Absent: Linda Malone, Kevin Ritacco, Nadine Butler Stewart, Ray Wisniewski

1) Elect a chair – All
   • Faith Symmes nominated and voted in as the chair of the Operations Council.

2) Identify the Council Members for the Governance Steering Committee – All
   • Need to nominate two members and an alternate from the Operations Council
   • Sandra England nominated and voted in as a member of the Governance Steering Committee. Some council members were absent – the voting for the alternate member will take place at the next Operations Council meeting in December.

3) Identify Note-taker – All
   • Marge Evans will take the minutes for the Operations Council meetings.

4) Set Calendar of meetings for Operations Council – All
   • The meetings will take place the third Tuesday of every month from 2:00 to 3:00.

5) Review Functions of the Operations Council committee
   • Faith Symmes will work with Susan Laprade to define the functions of the committee.

6) Review draft constitution – All
   • At the January meeting.

7) Make recommendations about membership on your council
   • Faith Symmes will work with Susan Laprade to define who should attend the Operation Council meetings from Community Engagement.

The next Operations Council meeting is Tuesday December 18, 2012 at 2:00pm in CAE 107Ahlfors.