

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.