

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	<p>January 21st, 2015</p>	Agenda Item Number (For office use only)	<p>1</p>
Topic	<p>Consent Items</p>		
Requested By (PC member)	<p>Various PC members</p>	Time Allotted	<p>5 min</p>
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	<p>Eric Hollebhone, Acting Executive Director, Advancement, G. Barker, VP HR D. McNair, VP Finance and Admin J. Aubut, Dean Academic Planning</p>		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<p>1.1 <u>President’s Star Award Nomination - SH (E. Hollebhone)</u> 1.2 <u>President’s Star Award Nomination – HA (E. Hollebhone)</u> 1.3 <u>Final changes to the Honorary Degree Policy (E. Hollebhone)</u> 1.4 <u>HR 19 Policy Revision (Response to Death of an Employee) G. Barker</u> 1.5 <u>Q3 SIP Report (D. McNair)</u> 1.6 <u>Policy RE04: Use of Animals in Teaching, Research, and Other Activities (J. Aubut)</u></p>	
Recommendation (please provide PC your recommendation requiring approval)	<p>THAT President’s Council approve the information as submitted.</p>		
PC Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to: <u>item #1.3 deferred date TBD</u> (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	<p>#1.3: This item was deferred. #1.4: D. Wotherspoon will forward comments to G. Barker. #1.5: E. Hollebhone will ensure the Single Sign-On information is adjusted. #1.5: Minor clarifications were discussed. D. Wotherspoon will discuss Employee Portal information with D. McNair. The remaining items were approved as submitted.</p>		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 21 st , 2015	Agenda Item Number (For office use only)	2
Topic	Information Items		
Requested By (PC member)	Various PC Members	Time Allotted	5 min
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	Eric Hollebhone, Acting Executive Director, Advancement C. Bonang, Associate Director Safety, Security & Emergency Management D. Wotherspoon, VP International & Strategic Priorities		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	2.1 Sarah Stott (E. Hollebhone) 2.2 December 17, 2014 Town Hall Survey Results (E. Hollebhone) 2.3 Ebola Virus Disease (EVD) Update (C. Bonang) 2.4 International Sens Night (D. Wotherspoon) 2.5 Community Heroes Update (E. Hollebhone) 2.6 AC on the Isles (D. Wotherspoon) 2.7 BoG Winter Key Messages (E. Hollebhone)	
Recommendation (please provide PC your recommendation requiring approval)	THAT President’s Council receive the information as submitted.		
PC Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	President’s Council removed items #2.2 and #2.7 for discussion. Item # 2.3 was removed from the agenda. All other items were received as submitted. <ul style="list-style-type: none"> • Item #2.2: PC discussed a preference for a neutral third-party facilitator; the need to improve the live stream feed; improving the communication flow; the ability for people to ask follow-up questions; Town Hall format; and VPs holding departmental information sessions. • Item # 2.7: PC discussed the preferred length of a “Key Messages” communiqué; providing a balance of both positive and negative news; media protocol for Governors; and the Board meeting material submission deadline for the President’s review (Friday, January 23). 		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 21 st , 2015	Agenda Item Number (For office use only)	3
Topic	Minutes		
Requested By (PC member)	Standing item	Time Allotted	5 min
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	T. McDougall, EA to the President		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	3.0 January 07, 2015 Minutes	
Recommendation (please provide PC your recommendation requiring approval)	THAT PC review and approve the January 07, 2015 President’s Council Minutes.		
PC Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	This item was approved as submitted.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 21 st , 2015	Agenda Item Number (For office use only)	4
Topic	Business Arising		
Requested By (PC member)	Standing Item	Time Allotted	5 min
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	Various PC members		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	Discussion Only	
Recommendation (please provide PC your recommendation requiring approval)	THAT President’s Council members provide follow up information and updates to items from previous PC meetings.		
PC Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	No items were brought forward.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 21 st , 2015	Agenda Item Number (For office use only)	5
Topic	2015W Day 10 Enrolment Numbers		
Requested By (PC member)	L. Stanbra	Time Allotted	45 min
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	J. Macnab, Registrar P. Fortura, Acting Executive Director, Academic Operations and Planning		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	5.0 PC Transmittal Day 10 5.1 Detailed Enrolment Report 5.2 Enrolment Actual & Planned 2014-2015 – January 16, 2015 5.3 15W Enrolment Forecast	
Recommendation (please provide PC your recommendation requiring approval)	THAT PC accepts the enrolment update and forecast as presented.		
PC Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	J. Macnab and P. Fortura provided President’s Council with a detailed Day 10 Enrolment report. Projections, variances, trends and retention strategies were reviewed and discussed.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 21 st , 2015	Agenda Item Number (For office use only)	6
Topic	Review of Final Fees Schedule		
Requested By (PC member)	L. Stanbra	Time Allotted	15 min
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	J. Macnab, Registrar		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	6.0 PC Transmittal Fees Schedules 6.1 Schedule A-2015/16 Fees Schedules 6.2 Schedule B-Fees Exemptions 6.3 Schedule C-2015-16 Compulsory Ancillary Fees Approval 6.4 Schedule D-15/16 3% Cap Calculation Jan 16 6.5 Schedule E-15/16 3% Cap Calculation Jan 12 6.6 Schedule F-Fees Comparison of Four Programs	
Recommendation (please provide PC your recommendation requiring approval)	THAT the final draft of the Fees Schedules be approved for presentation to the Board of Governors at the February 2, 2015 meeting.		
PC Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	J. Macnab reviewed Fees Schedules information, as submitted. Questions, and clarification followed.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 21 st , 2015	Agenda Item Number (For office use only)	7
Topic	Fee Collection Practices		
Requested By (PC member)	L. Stanbra	Time Allotted	15 min
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	J. Macnab, Registrar		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	07.0 PC Transmittal 2015 Fall Payment Practices Jan 21/15 07.1 2015 Fall Payment Practices with track changes 07.2 Fall Payment Practices-clean	
Recommendation (please provide PC your recommendation requiring approval)	THAT the updated Tuition and Ancillary Fees Policy Implementation for Fall 2015 be approved.		
PC Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	PC members discussed the Tuition and Ancillary Fees Policy Implementation for Fall 2015 and the impact the \$500 deposit amount will have on OSAP students. Communication and implementation strategies were considered. PC approved the Tuition and Ancillary Fees Policy Implementation for Fall 2015 as discussed and amended.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 21 st , 2015	Agenda Item Number (For office use only)	8
Topic	Review Q3 Financial Report 2014/15		
Requested By (PC member)	D. McNair	Time Allotted	30 min
PC Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	D. McNair, VP Finance and Administration C. Dempsey, Director, Finance		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	08.0 PC Agenda Item Request – 2014-2015 – 3 rd Quarter Financial projections for BOG 08.1 BOG Transmittal-3 rd Quarter Financial Projections 2015-Jan-16 v7 08.2 Appendix A – Q3 Rport 14-15 Jan 15 2015 08.3 Appendix B – Compliance Scorecard to BOG on February 2 2015 08.4 Appendix C – Contingency Funds Report December 18 2014 v2 08.5 PC Presentation on 2014 15 Q3 Financial Projection 21jan2015	
Recommendation (please provide PC your recommendation requiring approval)	That President’s Council recommends that the Board of Governors approves the 3 rd Quarter 2014/15 Financial Projections.		
PC Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	D McNair reviewed the 3 rd Quarter 2014/15 Financial Projections presentation that will provided to the Board of Governors.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 21 st , 2015	Agenda Item Number (For office use only)	10
Topic	Review 2014/2015 Q3 Business Plan Update to the BoG		
Requested By (PC member)	PC members	Time Allotted	60 min
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	D. Wotherspoon, VP International and Strategic Priorities		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	10.1 TMs Master 3 rd Quarter 2014-15 Business Plan Update to BOG	
Recommendation (please provide PC your recommendation requiring approval)	THAT President’s Council review and revise the Q3 Business Plan for submission to the February 02, 2015 Board of Governors meeting.		
PC Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	President’s Council reviewed the Q3 2014-15 Business Plan. Revisions and amendments were made as discussed.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 21 st , 2015	Agenda Item Number (For office use only)	11
Topic	Management Summary Report to the Board of Governors		
Requested By (PC member)	PC	Time Allotted	5 min
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	PC		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	11.0 PC Transmittal – BOG Management Summary 11.1 BOG Management Summary (Feb 2, 2015)	
Recommendation (please provide PC your recommendation requiring approval)	THAT PC members discuss and review the revised Management Summary template for the February 02, 2015 Board of Governors meeting.		
PC Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u> Date not confirmed </u> (Date) <input checked="" type="checkbox"/> Report Back By <u> PC members </u> (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	PC members will continue to monitor the new Management Summary format and provide feedback.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 21 st , 2015	Agenda Item Number (For office use only)	12
Topic	Final BoG Retreat and BoG Meeting Agenda Review		
Requested By (PC member)	PC	Time Allotted	15 min
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	PC		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	12.1 BOG Agenda, February 2, 2015 12.2 BOG Retreat Agenda, February 2, 2015	
Recommendation (please provide PC your recommendation requiring approval)	THAT PC members review and approve the February 02, 2015 Board of Governors Retreat and Meeting agendas.		
PC Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	PC members amended the February 02, 2015 Board of Governors Meeting Agenda with one minor addition.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 21 st , 2015	Agenda Item Number (For office use only)	13
Topic	BoG Presentations		
Requested By (PC member)	PC	Time Allotted	30 min
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	PC		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	13.1.0 Presentation 150202 to BOG re Business Plan and Budget 13.2.0 Presentation 150202 to BOG re International Update 13.3.0 PC Agenda 150121 BOG Retreat Strategic Plan Session Outline 13.3.1 Presentation 150202 to BOG re Strategic Plan	
Recommendation (please provide PC your recommendation requiring approval)	THAT PC offer comments and suggestions on material that will be presented to the February 02, 2015 Board of Governors meeting.		
PC Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>PC Jan 28</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>D. Wotherspoon</u> (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	D. Wotherspoon provided PC members with a high level update on the status of International; a more detailed report, specifically surrounding retention, attendance and progression will be brought forward to the January 28 PC meeting. D. McNair will provide an update to the ARM committee.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 21 st , 2015	Agenda Item Number (For office use only)	14, 15, 17, 18, 19, 20
Topic	14. Report on BOG Ad Hoc Working Group (eReader) 15. Update on President & VPSS International Trip/Professional Development 17. Review Star Award Nomination guidelines/policy 18. February 03 David Carter Whitney visit (11:00-1:00) 19. PC Retreat Discussion 20. CLC Retreat Discussion		
Requested By (PC member)	Various PC members	Time Allotted	15 min ea
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	Various PC members		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	14.0 BOG eReader AD Hoc WG Mtg 19 Jan 15 Mtg Notes from CB and DM	
Recommendation (please provide PC your recommendation requiring approval)	THAT PC accept the information update as presented.		
PC Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>January 28, 2015</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>C. Brulé (item #14), E. Hollebone (item # 17)</u> (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	Due to time constraints, items 14, and 17 to 20 were deferred to PC January 28, 2015. Item #16 was deferred to February 11, 2015.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 21 st , 2015	Agenda Item Number (For office use only)	16
Topic	Listening Tour Update/Action Timeline review		
Requested By (PC member)	D. Wotherspoon	Time Allotted	30 min
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	D. Wotherspoon, VP International and Strategic Priorities		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	16. Report on President Listening Tour V6 18Jan15 16.2 Listening Tour Audit_Final 18Jan15 16.3 Presidents Listening tour V3	
Recommendation (please provide PC your recommendation requiring approval)	THAT PC accept the information update as presented.		
PC Decision	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	PC members were invited to comment on the Listening Tour report provided by E. Costello. D. Wotherspoon will review and provide a summary. Suggestions on items to include in the Video newsletter were offered for consideration. A list of discussion topics as well as a schedule of tapings will be provided to the President.		