

December 8, 2005

AGENDA FOR THE FINANCE & ADMINISTRATION SUB-COMMITTEE MEETING

You are requested to attend a meeting of the LMTAC FASC to be held on Wednesday, December 14, 2005 from 12:00noon – 2:00 p.m. in the 2nd Floor East Meeting Room, 4330 Kingsway, Burnaby, BC.

1. AGENDA FOR ADOPTION

1.1 December 14, 2005

2. MINUTES FOR ADOPTION

2.1 November 2, 2005*

3. REPORTS

3.1 Revisions to LMTAC Operating Procedures*

Recommendation from Managing Director:

That members:

- (a) Receive this report for information;
- (b) Review proposed draft language for section 7.3d of the Operating Procedures for consideration by the Executive Committee; and
- (c) Consider a process for implementing the proposed changes to honorarium rates

3.2 LMTAC Office Phone-tree Messaging System*

Recommendation from Managing Director:

That members:

- (a) Receive this report for information;
- (b) Review the message script and direct staff on any changes

4. OTHER BUSINESS

4.1 2006 Orientation Session – *verbal update*

4.2 Year-end Wrap up

5. INFORMATION*

5.1 Actuals: October 2005*

6. Next Meeting: January 4, 2006 [only as required]