

April 28, 2008

AGENDA FOR THE FINANCE & ADMINISTRATION SUB-COMMITTEE MEETING

You are requested to attend a meeting of the LMTAC FASC to be held on
Friday, May 2, 2008 from 10:00 a.m. – 12noon in the 2nd Floor
Café East Meeting Room, 4330 Kingsway, Burnaby, BC.

[*Attachments included]

1. AGENDA FOR ADOPTION

1.1 May 2, 2008

2. MINUTES FOR ADOPTION

2.1 March 13, 2008

3. REPORTS

3.1 Preliminary LMTAC 2009 Budget Assumptions*

20 min

Directive: That members review the **attached** draft preliminary budget assumptions and provide direction regarding revenue sources and anticipated expenditures.

[IN-CAMERA]

3.2 Review of Job Description - Research/Communications Coord* 30 min

Directive: Please refer to the recommendations contained within the **attached** cover report.

3.3 Comparative Analysis of LMTAC Staff Compensation* 30 min

Directive: Please refer to the recommendations contained within the **attached** cover report.

3.4 Administrative Assistant Contract Renewal* 15 min

Directive: Recommendation from the Managing Director to be provided **on-table**.

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4. OTHER BUSINESS

20 min

4.1 LMLGA AGM – LMTAC Information Booth

a) Survey*

Directive: That members review and endorse the **attached** draft survey for use at the LMTAC information booth during LMLGA.

b) Draw Prize

Directive: That FASC members provide an update on progress to-date with acquiring draw prizes for the LMTAC information booth during LMLGA.

4.2 LMTAC Office Space - *Verbal Update from Managing Director*

5. INFORMATION

5 min

5.1 Financial Statements - as of March 31, 2008*

6. Next Meeting: TBD [only as required]