

September 26, 2001

## NOTICE TO THE LMTAC FINANCE & ORGANIZATIONAL SUB-COMMITTEE

You are requested to attend a meeting of the LMTAC Finance and Organizational Sub-Committee (FOSC) to be held on **Friday, October 5, 2001 from 9:30 -11:30 a.m.** in the **10<sup>th</sup> floor North** Conference Room, GVRD Offices, 4330 Kingsway, Burnaby, B.C.

### AGENDA (\*Attachments included)

1. **AGENDA**
  - 1.1 **October 5, 2001 - Adoption of agenda**
2. **MINUTES FOR ADOPTION**
  - 2.1 **September 7, 2001\***
3. **REPORTS**
4. **OTHER BUSINESS**
  - 4.1 **Spending Guidelines for LMTAC Manager\*** 20 min  

**Directive:** Following from the last FOSC meeting, members are requested to make recommendations on the following items:

    - Identification of the LMTAC Manager as the staff signing authority for expenses.
    - Identification of spending limits and guidelines for LMTAC Manager (e.g. that expenses approved must be within established LMTAC budgets and workplans, and procedures for what to do when expenses are beyond these limits).

These amendments would be brought by the FOSC to the Executive and Full TAC in the form of recommended changes to the LMTAC Operating Procedures.
  - 4.2 **Draft 2002 Budget\*** 40 min  

**Directive:** Members are asked to draft a 2002 preliminary budget based on documents attached.
  - 4.3 **Workplanning 2002\*** 60 min  

**Directive:** Members are asked to give consideration to Financial and Organizational projects that the Committee would like to include in the Full LMTAC Workplan for 2002. Below is a preliminary list of items:

    - Development of procedures to deal with unbudgeted items after the Workplan and budget are approved by full LMTAC.
    - Development of policy for use of the membership, conference and tuition budget. (Request from Executive committee)
    - Staff Benefits Plan
    - **Committee Reporting Structure\***
    - **Update FOSC Terms of Reference based on Strategic Planning Report\***
5. **INFORMATION\***
  - 5.1 Updated LMTAC Mission Statement, Roles and Project Screening Criteria
6. **ADJOURNMENT - Next Meeting: November 1, 2001**