### Council Administration Committee Minutes

**Date:** October 07th 2014  
**Time:** 5.32 pm

<table>
<thead>
<tr>
<th>In Attendance:</th>
</tr>
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<tbody>
<tr>
<td>CORY HODGSON (Acting chair)</td>
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<tr>
<td>JAMES HWANG</td>
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<tr>
<td>LOK TO</td>
</tr>
<tr>
<td>TRAVIS DUECK</td>
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<th>Excused Absence:</th>
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<tbody>
<tr>
<td>Others in Attendance:</td>
</tr>
<tr>
<td>SACHITHA KUSALADHARMA</td>
</tr>
</tbody>
</table>

1. **Call to Order:**  
The meeting was called to order by HODGSON at 5.32 pm.

2. **Approval of Agenda**  
   - **HODGSON moved to approve the agenda for October 07, 2014 as amended.**  
   - The motion was seconded by HWANG.  
   - Vote 3/0/1 (Abstention by TO)  
   - CARRIED

3. **Approval of Minutes**  
   - **HODGSON moved to approve the minutes for September 09, 2014 as tabled.**  
   - The motion was seconded by HWANG.  
   - Vote 3/0/1 (Abstention by TO)  
   - CARRIED

4. **Announcements**  
   - None.

5. **Old Business**  
   - None.
6. NEW BUSINESS

Appointing a Chair

HODGSON nominated DUECK for the position of chair. DUECK accepted the nomination.

DUECK is selected as chair of the Council Administration Committee (CAC).

HODGSON: We can have a conversation on CAC’s priorities, and set a schedule.

None.

7. DISCUSSION PERIOD

NIL

8. CLOSED SESSION

October 21, 2014 at 5.00 pm.

9. NEXT MEETING

10. ADJOURNMENT

HODGSON moved to adjourn the meeting.

Vote 4/0/0

CARRIED

The meeting was adjourned at 5.35 pm.