University of Alberta Students’ Union

AGENDA

Council Administration Committee

Tuesday, August 28th, 2012
5:00 pm
SUB 6-06

1. Approval of the Agenda

2. Approval of the Minutes

3. Announcements

4. Old Business
   1. Tabling at Clubs Fair (20 min)
      i. Promo Materials
         - We will possibly get the two-pocket folders from the SU Marketing department. If not, we will hand out the printed brochures.
         - Brochures will be printed on Friday, if you have any concerns about the current brochure please let Kelsey know ASAP!
      ii. Staffing the Table
         - Doodle poll will be sent out to all councillors this evening. Shifts will be two hours long with a maximum of two people at the table.
         - Tabling FAQ sheet will be sent out to all councillors closer to clubs fair.

3. Student Representatives Social Event
   i. Date is booked. Is there anything else that we (as CAC) need to do with this?

5. New Business
   1. Fall Retreat
      i. Initial Planning
         - How do we want the fall retreat to look like? What kind of scheduling do we want to see?
         - Pick out possible dates and get council feedback on which one would

6. Discussion Period
   1. Council use of Google Calendars—Dongwoo Kim
7. On-Going Items
   1. Council Mentorship Program

7. Confirmation of next meeting date – Tuesday August 28\textsuperscript{th}, 5:00 pm

8. Adjournment