

**PCCAT Business Meeting  
Friday, June 25, 2010**

**Meeting Notes**

**1. Financial Update**

Following the 2009 PCCAT meeting, we were in a surplus position of \$5,727. Given lower than anticipated registrations for the 2010 meeting and the need to engage a paid registrarial service for the 2010 meeting due to the wind-down of Campus Saskatchewan, we may need to draw on that reserve by up to \$3,000 to cover expenses for the 2010 meeting.

**2. Motion(s) regarding the future structure for PCCAT**

The Executive Committee proposed that PCCAT form a sub-committee, with a chair, whose mandate is to draft proposed terms of reference and a proposed go forward plan for PCCAT, to be presented at the 2011 PCCAT meeting. The drafting process is to include an initial and an interim process for consultation through the PCCAT listserv. PCCAT members supported this recommendation.

Robin Fisher, Provost and Vice-President, Academic at Mount Royal University volunteered to chair the sub-committee.

**3. Election of Executive**

Kathleen Massey, University Registrar and Executive Director at McGill University volunteered to join the PCCAT executive committee as incoming co-chair (Eastern Canada).

Ron Woodward (ACAT) becomes co-chair (Western Canada) and Karen Maki (Trent University) continues as co-chair (Eastern Canada).

Thank you to Philip Cameron for his dedicated service to PCCAT over the past three years.

Thank you also to ACAT, under the leadership of Janice Park, for providing secretariat service to PCCAT.

**4. PCCAT 2011 meeting location/host**

Kathleen Massey has volunteered to host the 2011 meeting in Montreal. Details re dates and location will be provided as they are confirmed.

**5. Adjournment**