



BERKELEY STAFF ASSEMBLY

Coordinating Committee Meeting Thursday, December 10, 2009

MINUTES

Members Present: Annette Barnes, Kate Benn, Karen Denton, Lee Forgue, Steve Garber, Jill Martin, Gwenn McIntyre, Beverly Skinner, Carol Suveda, Michael Thompson

Members Excused: Wilfredo Balza, Eileen Bell, Michael Combs, Kathy Mendonca, Tyson Nagler, Paul Riofski, Donna Seaward

Members Absent: Gina Abrams, Alexis Bucknam, Carmen Foghorn, Greg Ryan

- I. Chair's Report:
 - The Operational Excellence meeting that had been scheduled for November 19 has been moved to January.
 - Eileen Bell is out until January – please refer all CC Chair questions to Bev Skinner in her absence.
 - The Treasurer's report is attached.
- II. The approval of the Minutes of the November 12 meeting was remanded to the January 14 meeting, since there was not a quorum.
- III. The revised Operating Procedures were discussed, especially the sections on required participation of Council/CC members and official correspondence. Changes to these sections, and other changes which were brought up, will be incorporated in the draft Operating Procedures and returned for further discussion and approval at the January 14 meeting.
- IV. Carol Suveda mentioned that there will be a BSA gathering in downtown Berkeley after work on December 15. The location will be publicized via email.
- V. The meeting was adjourned at 1:00 pm.

Respectfully submitted,
Lee Forgue, Secretary

