**Date: Month, Day, Year**

**Time: XX AM or PM**

**Location: Irving K. Barber Learning Centre, Room XXX**

**Minutes: xxxxx xxxxx**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Present** | **Regrets** | **Member**  **Category\*** | **Work Location**  **(Department and/or Building)** |
| Gordon Yusko | X |  | M | IKBCL Admin; HSS Co-Chair |
| Mischa Makortoff |  | X | W | CTLT Admin; HSS Co-Chair |
|  |  |  |  |  |
| James Charbonneau |  | X | M | Science One/CSP |
| Ada de Luna |  | X | W | Ike’s Cafe |
| Laura Ferris | X |  | W | Digitization Centre |
| Serena Gibbons |  | X | W | Arts One/CAP |
| Chrissy Johnson | X |  | M | Library HR |
| Rose Harper | X |  | W | Arts One/CAP |
| Veronica Marchuk | X |  | M – AAPS | Wellness Centre |
| Leslie McAuley |  | X | W | Music, Art & Arch. Library |
| Alicia Munro |  | X | M | Library Admin & Facilities |
| Paul Nakagawa |  | X | E | Risk Management |
| Melissa Nightingale |  | X | W | iSchool/SLAIS |
| Scottford Price | X |  | M | Enrolment Services |
| Leeta Sokalski | X |  | M – AAPS | IKBLC Circulation Services |
| Erwin Wodarczak |  | X | M | University Archives |
| Clare Yow | X |  | W | Chapman Learning Commons |
|  |  |  |  |  |
|  |  |  |  |  |
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| **(\*) W** – Worker/Non-Management (if unionized, record name of union), **M** - management,  **E** - Ex-officio | | | | |

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| **GUESTS:** | | |
| **Name** | **Title** | **Department** |
| N/A |  |  |
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| **MINUTES OF PREVIOUS MEETING**:  *(statement to indicate minutes of previous meeting have been read & acknowledged, and to record any corrections to it)* |
|  |
| **Corrections:** List corrections or refer to attached previous minutes |

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| **BUSINESS ARISING FROM MINUTES:** | | |  |
| **Item #** | **Discussion**  (heading, description, actions taken, **recommendations**) | **Actions Done By** | **Status Rating**  **I**mmediate  **P**ending  **C**omplete |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |

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| --- | --- | --- |
| **NEW BUSINESS:** | | |
| **Item #** | **Discussion**  (heading, description, actions taken, recommendations) | **Actions Done By** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
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| **OTHER BUSINESS:** |
|  |

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| **NEXT MEETING**: |
| **Date:** Month, Day, Year  **Time:** XX AM or PM  **Location:** IKBLC, Room XXX |

|  |  |
| --- | --- |
| **CC:** | *Department Heads*  *Union(s)*  *Safety Bulletin Boards*  *Risk Management Services,* [*paul.nakagawa@ubc.ca*](mailto:paul.nakagawa@ubc.ca) |