Date of Meeting: Tuesday January 13, 2015
Location: Abdul Ladha meeting room

ATTENDANCE
Carmen Leung, Alice Gu, Melody Saleh, Josh Ackermann, Jeff Pea, Ji Youn Kim, Paul McDade, Melissa Lachica

CALL TO ORDER: 4:01pm

1. Discussion-Position Description for Assistant Building Manager
   - Remove details from Code, can be written in job descriptions
   - Shouldn’t have to be edited annually in Code
   - Should identify that it is a paid position or take it out of Code
   - Add to job description that assistant Building Manager needs to write a transition report – bonus for completion
   - Remove building manager as well & update job descriptions
   - Refer to building manager and assistant building manager under VP Administration’s position

2. Discussion- Position Description for GOs
   - Add oversee G.O.’s under VP Internal’s
   - G.O.’s should organize an initiative in accordance to the Science Strategic Plan, under the supervision of the VP Internal
     o For guidance

3. Discussion- Pre-Council Acknowledgment
   - Maximum of 5 minutes
   - Optional: may, not shall

4. Revision Date of Governance Documents
   - Edit Code to 2015 from 2012

5. Publications Manager/The 432
   - Remove all from Code and COP Article 5, Section 12
6. **Revise Current Active Clubs**
   - Remove list of clubs from Code
   - Put up list of clubs on website

Moved by Paul, Seconded by Ji Youn,

BE IT RESOLVED THAT motion that CAPC recommend to council the follow Code changes 1-5

...**MOTION PASSES**

Meeting adjourned at 5:00pm

Carmen Leung
VP Administration