**CUPE BC [Committee Name] Committee**

**Meeting Minutes – MM\DD\YYYY**

**Present (In-Person):**

**Remote Participants:**

**Staff Participants:**

**Regrets:**

1. **Call to Order**
2. **Attendance Roll Call**
3. **Remote Accessibility Check** – Ensure remote participants can see and hear in-person attendees.
4. **Committee Welcome (led by Committee Chair)**
	1. Territorial Acknowledgement
	2. Equality Statement
	3. TRC 94 Calls to Action
	4. CUPE BC Respectful Workplace Policy
	5. CUPE National Code of Conduct
	6. Establish Break Periods
	7. Review Committee Contact List
	8. BC Regional Office Safety Protocol & Floor Plan
5. **Committee Co-Chair Appointment**

MOTION: to appoint \_\_\_\_as Committee Co-Chair for the 2023-2025 Term.

Moved by:

Seconded by:

Status:

1. **Recording Secretary Appointment**

MOTION: to appoint \_\_\_\_as Recording Secretary for the 2023-2025 Term.

Moved by:

Seconded by:

Status:

1. **Adoption of the Agenda:**

Moved by:

Seconded by:

Status:

1. **Adoption of past minutes dated [MM/DD/YYYY]:**

Moved by:

Seconded by:

Status:

1. **Matters arising from the minutes**
2. **Old Business (if applicable)**
3. **Terms of Reference Review**
	1. Young Worker Shadow Committee Assignments (if applicable)
4. **2023-2025 Committee Action Plan:**
	1. Review 2021-2023 Action Plan
	2. Establish 2023-2025 Action Plan
5. **2023 Resolutions Workplan Review**
6. **New Business:**
	1. Committee Photo(s)
	2. Other
7. **Committee Project Budget**
	1. Review Committee Budget Guide and Criteria
	2. Total Funds Available – Refer to the attached report.
	3. Committee Budget Requests – Please submit using the provided *Committee Budget Application Form*.
8. **Executive Board Updates**
	1. **Report to the Executive Board** – Please summarize key points from the meeting discussion using the provided *Report to the Executive Form*.
	2. **Recommendations to the Executive Board** – Please submit recommendations using the provided *Report to the Executive Form*.
9. **Events**
	1. Convention
		1. Resolutions
		2. Committee Report to Convention
		3. Caucus Meeting(s) (equity committees only)
	2. SuperCon – Please submit as recommendations to the Executive Board using the provided form.
	3. Other
10. **Administrative Deadlines**

|  |  |
| --- | --- |
| **Document** | **Deadline** |
| Expense Claim Form (attached)  | ASAP |
| Committee Attendance List  | ASAP |
| Committee Minutes  | 1 week post-meeting |
| Committee Budget Applications  | 1 week post-meeting |
| Committee Report to Executive Board  | 1 week post-meeting |
| Recommendations to the Executive Board  | 1 week post-meeting |
| Committee Photo | 1 week post-meeting |
| Approved Swag Orders | November (of a given year) |
| Committee Report to Convention | TBD |
| Committee Booth Requests | TBD |
| Convention Resolutions | TBD |
| Public Employee Submissions | TBD |
| SuperCon Recommendations | TBD |

1. **Motions Passed** – Please summarize below (not limited to 2):

MOTION:

Moved by:

Seconded by:

Status:

MOTION:

Moved by:

Seconded by:

Status:

1. **Action Items** – Please summarize below (not limited to 2):

ACTION:

Person(s) Responsible:

ACTION:

Person(s) Responsible:

1. **Next Meeting Dates:**

|  |  |
| --- | --- |
|  | **Date** |
| Q2 Meeting |  |
| Q3 Meeting |  |
| Q4 Meeting |  |

1. **Adjournment** – [TIME]

Respectfully submitted,

[NAME], Recording Secretary

CUPE BC [Name of Committee] Committee

