

**Minutes of
Connect Charter School Society, Board of Directors Meeting #2
November 21, 2017, at Connect Charter School**

Board members present: *Dave Robinson (C), Roman Lohin (VC), Denise Kitagawa (PC), Mark Blake, Susan Boughs, Jennifer Hittel, Ron Koper, Mangesh Kumthekar, Dr. Kevin O'Connor, Gavin Peat, Michelle Rousseau, Hyacinth Schaeffer and Linda Trinh.*

Board members absent: *Joni Carroll, Christy Newson and Mackenzie Regent*

Guests: *Michelle Williams*

Staff present: *Susan Chomistek (Superintendent), Dr. Phil Butterfield (Principal), Shashi Shergill (Assistant Principal), Dr. Chris Hooper (Assistant Principal), and Myra Penberthy (Secretary Treasurer).*

Past Board Chair Ms. Denise Kitagawa declared a quorum and called the meeting to order at 7:03 p.m.

Ms. Denise Kitagawa asked the Directors if there were any conflicts of interest. None were declared.

Motion 21.17 by Susan Boughs,
THAT the November 21, 2017, board meeting agenda be approved as amended.
Carried

Motion 22.17 by Gavin Peat
THAT the following are appointed as Officers for the 2017/18 year: Chair, Dave Robinson, Vice Chair, Roman Lohin, Chair of the Audit & Finance committee, Mackenzie Regent and Secretary Treasurer, Myra Penberthy.
Carried

Mr. Dave Robinson, Chair, took over conducting the Board meeting.

Motion 23.17 by Michelle Rousseau,
THAT Grant Thornton LLP are appointed as auditors for the year ending August 31, 2018, as recommended by the Audit & Finance committee.
Carried

Motion 24.17 by Denise Kitagawa,
THAT the following are appointed as members and chairs of the Board committees for the 2017/18 year:
Governance, Dave Robinson (C), Susan Boughs, Roman Lohin, Ron Koper, Mackenzie Regent, Audit & Finance, Mackenzie Regent (C), Christy Newson, Mangesh Kumthekar, Gavin Peat
Facilities Planning & Utilization, Michelle Rousseau (C), Joni Carroll, Mangesh Kumthekar, Roman Lohin
Communications & Marketing, Joni Carroll (C), Jennifer Hittel, Michelle Rousseau Non-Board member: David MacKenzie
School Operations, Roman Lohin (C), Denise Kitagawa, Linda Trinh

External Collaboration and Research and Innovation, Dave Robinson (C), Dr. Kevin O'Connor, Gavin Peat, Hyacinth Schaeffer, non-Board members, Torbin Bech-Hansen, Debra Scott, Lori Wilhelm Einsporn and Norm Vaughan
School Council Liaison, Jennifer Hittel,
Fund Development: Ron Koper (C), Hyacinth Schaeffer, non-Board member, Michelle Shaw Williams
Health, Safety, Environment & Security (Ad Hoc): Roman Lohin (C), Susan Boughs, Gavin Peat, Linda Trinh

Carried

Dr. Phil Butterfield presented the Annual Education Results Report and 3 year Education Plan for Connect Charter School and did a very comprehensive summary and highlight view of the report. The Board thanked Therese Miller, Aly McAuley, Susan Chomistek and Phil Butterfield for the report.

Motion 25.17 by Jennifer Hittel,

THAT the Board approves the 2016-17 Annual Education Results Report and 3 year Education Plan as presented.

Carried

Susan Chomistek presented a new form for approval of contracts which was reviewed by the Governance Committee and brought forward with information filled in for the Southland Contract and the Shaw Business Contract.

Motion 26.17 by Denise Kitagawa,

THAT the Board approves the Southland Letter of Understanding for inclusion of services for MyBusStop App

Carried

Motion 27.17 by Susan Boughs,

THAT the Board approves the Shaw Business Contract for telephone services

Carried

Occupational Health & Safety Report, Susan Chomistek

- The report was formed in conjunction with the Ad Hoc Health, Safety, Environment and Security Committee See Appendix "A, B & C".

Leadership Team Report, Susan Chomistek, Dr. Phil Butterfield, Shashi Shergill & Dr. Chris Hooper

- See Appendix "D"

Governance, Denise Kitagawa

- Governance Committee Report is in Appendix "E"

Secretary Treasurer & Audit & Finance Committee Report, Myra Penberthy

- Appendix "F"

External Collaboration & Research & Innovation, Dave Robinson

- See Appendix "G"

Motion 27.17 by Dave Robinson,
THAT the Board approves the External Collaboration & Research & Innovation committee Terms of Reference and rescinds all other versions.

Carried

School Council, Jennifer Hittel

- Workshop with Alberta School Council Association.
- There will be a Parent summit following the School Council meeting in December.

School Operations, Roman Lohin

- A policy update matrix was developed.
- There will be a meeting scheduled in the near future.

Facilities Planning & Utilization,

- No Report

Communications, Jennifer Hittel

- Communications Committee meets via conference call, every two weeks.
- Report in Appendix "H"

Fund Development, Ron Koper

- January presentation on endowments is being secured.

Motion 28.17 by Denise Kitagawa,
THAT the Board move in camera.

Carried.

Motion 29.17 by Denise Kitagawa,
THAT the Board move out of in camera.

Carried.

The meeting terminated at 9:05 pm.

Dave Robinson, Board Chair

Appendix “A”

Occupational Health and Safety Ad Hoc Committee

November 13, 2017, 1:00 – 4:10

Attendees: Roman Lohin, Susan Boughs, Gavin Peat, Chris Hooper, Susan Chomistek

The agenda was reviewed and approved.

Susan Chomistek gave a brief overview of the process involved with the SafeSide Safety Audit and the subsequent actions that have been taken by administration.

The committee reviewed and addressed the Board Oversight portion of Safety Audit. After extensive deliberation and consideration of Policy 2.05 Risk Management, the Risk Register, other relevant policies, and the School Act, all of the items in this section were deemed to be completed.

The committee provided guidance to administration on a summary document for the Board on the status of the safety audit. A revised document will be circulated to the committee for their consideration before the November Board meeting.

The committee provided guidance to administration on a template to be used for Board reports. A completed document will be circulated to the committee for their consideration before the November Board meeting.

The meeting was terminated at 4:10.

Appendix “B”

Safety Audit Report

Connect Charter School Board

November 22, 2017

Connect Charter School practices a proactive approach to health, safety, and risk management. In the spring of 2015, the principal of Connect Charter School commissioned SafeSide Consulting to complete an independent risk and safety review. This review consisted of a documentation review, a safety perceptions survey of stakeholders, interviews with employees, and an observation tour. On June 12, 2015, a draft report was presented to the school. In the fall of 2015, a former Connect parent who works in the area of Occupational Health and Safety (OHS) analyzed the audit and gave detailed suggestions on priorities for the school and suggestions as to the most effective ways to complete the 73 items.

In August, 2015, the leadership team consisting of the principal, two assistant principals, the facility manager, and the math/science portfolio leader began addressing each of the items in the document. The School Operations committee began work on policy suggestions in the document. Many of the items were addressed within the first few months of receiving the report. Other items required more time. One of the major areas that was addressed during the 2015/16 school year was in the area of Hazard Identification and Assessment. Hazard assessment sheets were developed for all of the employees in the school and OHS became a standing item at every staff and board meeting. A major focus during the 2016/17 school year was in the development of a Risk Management Policy which was approved by the Connect Charter School Board of Directors at the May 9, 2017 meeting.

To date, of the 73 recommendations:

- 44 have been completed
- 26 are in process
- 3 have yet to be addressed
 - A noise exposure assessment is being scheduled for the band room

- Ensuring that flammable substances stored or used at the work area are in approved containers and labelled is in the process of being completed but is not completed yet
- An inventory of equipment, furniture and furnishings with the listed lifecycle is **not** a priority item. The inventory is done for insurance purposes only.

The OHS Board committee met on October 19, 2017, and November 13, 2017, to assist with the completion of the Board Oversight items on the report and to provide counsel on some of the other priority items. All Board Oversight items have been completed. Processes are being documented to ensure that the other recommendations are either in policy or in procedures for the school. An OHS Work Plan with specific items for each month has been developed and will form part of the regular conversations with the Connect Charter School Safety Committee and will ensure compliance.

Respectfully submitted,
Susan Chomistek

Appendix “C”
Connect Charter School -
November OHS Report

| Criteria | Description | Response/Status |
|---|---|---|
| External Impacts/Updates | Occupational Health and Safety is an area that is under review by the government and amendments to the Act may occur. | Waiting for review of the OHS Act. |
| Risk Management | Nothing to report | |
| Safety | Preparation for icy conditions | More sand being spread on parking lots and sidewalks. Spikes available for shoes. |
| Health | Typical increase in number of flu cases | Facility team spending more time on disinfecting surfaces |
| Security | Nothing to report | |
| Emergency Preparedness | Following school policies and procedures | |
| Litigation or potential issues against the organization | Nothing to report | |
| Compliance to Audit Reports | Attached report | Attached report |
| Trends | Nothing to report | |

Appendix “D”

Connect Charter School Superintendent/Leadership Team Report Board of Directors Meeting- November 21, 2017

1. EXPO

The enthusiasm and positive comments from students and teachers returning from the EXPO trips have been affirming to our leadership team. When speaking with individual students about their experiences, they have a clear understanding of the outcomes that are being covered. This speaks to the purposeful work and dedication of the staff. We are also pleased with the community support for the program. Over the past month, the following EXPO trips have been planned. The curriculum connection is also listed:

- Weaselhead - *Plant Growth and Change* and *Wetlands* units
- Inglewood Bird Sanctuary – *Wetlands*
- Human Performance Lab – University of Calgary – *Cells and Systems*
- Mount Royal University Dissection Lab – *Cells and System*
- Geological Field Study – *An Introduction to Geology*
- Glenbow Museum – *Origins, History, and Movement of People*
- Grow Calgary – *Waste in Our World* and *Plant Growth and Change*
- Police Interpretive Centre – *Evidence and Investigation*

Student Focus groups are being planned to get more specific feedback on the EXPO excursions. Meetings are also being held with teachers to get suggestions for modifications to the EXPO program to ensure that the outcomes for the course are being covered in a meaningful and effective way. Modifications are being made based on feedback.

2. Exemplary Teaching, Learning, and Leadership in Connect Charter School

Two descriptors within our Exemplary Learning, Teaching, and Leadership Frameworks are **Inquiry-based Practice** and **Engagement in Learning**. We were very fortunate, once again this year, to have the expertise of Dave Robinson in a geological field study undertaken by over 100 of our grade seven students. The students traveled to the Bow Valley stopping at the base of Mt. Yamnuska and finishing with a hike to Grassi Lakes. Dave guided the entire trip sharing invaluable geological insights into our local environment. The students were incredibly engaged and developed a much deeper understanding of geological thinking as a result of the authenticity of the experience. Ms. Heidi Swinamer and Ms. Joy Barnett organized and participated in the field study and commented on Dave’s incredible knowledge and passion. Additionally, they appreciated the time Dave spent ahead of time with the teachers ensuring that he was able to meet the needs of the students. They also expressed their gratitude for Dave’s commitment to this important aspect of the curriculum and his willingness to invest such significant time and resources in supporting teachers and students throughout the process. The students were thrilled with the “tailored just for them” experience!

A further descriptor on the Exemplary Learning, Teaching, and Leadership Frameworks is **Lifelong Learning**. Congratulations are extended to Dr. Chris Hooper, who was granted his Educational Doctorate degree from the University of Calgary at a November Convocation ceremony. We are so proud of Dr. Hooper for modeling lifelong learning for our students and the school community.

A very important role for charter schools is that of innovation. Research and sharing information are also critical mandates. Three of descriptors on the Exemplary Learning, Teaching, and Leadership Frameworks are **Research, Collaboration, and Communication**. Dr. Phil Butterfield was one of three keynote speakers at the 2017 Association for Experiential Education (AEE) conference in Montreal. With more than 700 practitioners, teachers, therapists, facilitators, trainers, students and administrators in attendance, the AEE International Conference had as its aim to inspire collaboration among individuals with different backgrounds and perspectives, connect experiential education professionals around the world, and build professional knowledge and competency. Dr. Butterfield's presentation was **EXPO: Connect Charter School's Journey into an Experiential, Placed-Based Outdoor Education Program**. Our school was very honoured that Dr. Butterfield was asked to present at this prestigious, international conference and were pleased with the positive reception of the presentation, the posts on social media sites, and the requests for follow up information. Thank you, Dr. Butterfield, for representing our school community in such a professional and exemplary fashion. The link to the keynote can be found at <http://www.aee.org/keynotes> Videos of the keynotes will be available within the next two weeks and will be forwarded at that time.

Technology Integration, Meaningful Curriculum Implementation, and Enhanced Student Learning are three of the descriptors in our frameworks. At Connect Charter School, electives are changed and modified based on student interest and teacher capacity. We are very pleased with the student response to a new elective, **Tech Theatre**. Forty-seven students are currently in the elective. There has been very positive feedback thus far. The class travelled to the Martha Cohen Theatre through an Alberta Theatre Projects (ATP) program to see many of the areas that are not normally open to the public. Students were given a backstage tour of the dressing rooms and went on to the stage where the set was being developed. They were also allowed to go on the grid looking over the stage and through the costume and wood shops where they could see the detailed work and the processes behind everything that was being built for *Charlotte's Web*. Costume and set designers talked to the students and answered questions. This is a program that ATP provides free of charge, and we were grateful that Ms. Heather Melville and Mr. Bolen arranged for this fantastic opportunity for our students. The students will return on December 19 to see the show from a very unique perspective because of their tour!

3. Student Teachers

A cohort of 6 pre-service teachers in the fourth year of the education program at Mount Royal University will be starting their final 16-week practicum in November, 2017. Over the course of this placement, the student teachers will gradually increase their teaching load to 100% while also completing two course modules. The modules will be facilitated at Connect by MRU staff and will lead to the development of a capstone project for the pre-service teachers. We will also host 5 first year teachers from MRU. Together with the University of Calgary cohort of 7 pre-service teachers, and 1 teacher from the University of Lethbridge, Connect will be host to 18 pre-service teachers this year. In addition to these placements, we are hosting two Educational Assistant students from MRU now and will have three new EA students in the winter session.

4. Education Plan and Annual Educational Results Report

The Education Plan and Annual Educational Results Report will be presented for approval at the November 21, 2017, meeting of the Board of Directors. It will then be posted on our website and shared with Alberta Education.

5. Thank You

We are very grateful to the following directors who have served on the Board for Connect Charter School:

- The wealth of background experiences that **Susan Gaetz** has brought to our school has been very valued and much appreciated as she has served for the last three years on our Board. She has brought to the role the important perspective of a parent, and she contributed greatly as a member of the School Operations Committee for two years and then as the chair for the final year. The comments Susan brought forward during the committee meetings always kept at the fore the student experience, and she used her experiences in law and as a parent to inform the discussions. There has been a great deal of work needed on the School Operations Committee over the past three years as a result of changes in legislation and a focus for continuous improvement by our Board in the area of OHS and Risk Management. Attention to detail and presenting varied perspectives were strengths that Susan brought to this committee. In addition to these, her diligence, positive approach, and desire to contribute to the Board and to the school are among the characteristics of Susan's service that have been greatly appreciated. Thank you, Susan!

Mark Blake has made significant contributions as both a parent and as a member of the Board of Directors of Connect Charter School. Serving on the Facilities Committee, the Second Campus Committee, and the Facilities Planning and Utilization Committee as both a member and more recently as Chair, Mark's contributions were always greatly appreciated. Mark has incredible problem-solving skills and was able to provide sound guidance and support to administration. Always focused on solutions, his background knowledge and his desire to act in the best interests of the students made committee and Board discussions very valuable. Mark has the unique gift of being able to see the overarching vision and then to effectively advocate and plan for practical solutions to achieve the overall goals. Very organized, thorough, and exceptional when communicating with others, Mark played a pivotal role on every committee on which he served. His vision and leadership were incredibly appreciated. Supportive and enthusiastic of our students and staff, Mark has been a huge asset as a parent, on School Council, on the Board and Board committees, and as a member of our school community. We are hoping that Mark can continue to be involved with and contribute to our school!

6. Alberta Education and the Association of Alberta Public Charter Schools (TAAPCS) Meetings

TAAPCS EAC Meetings: Jan. 12, 2018; Apr. 13, 2018; June 15, 2018

TAAPCS Spring Meeting: May 4/5, 2018

Appendix “E”

Connect Charter School Governance Committee Report for November 21, 2017 Board Meeting

Highlights from November 7 Governance Committee Meeting

- Unanimous agreement to recommend Mangesh Kumthekar (P.Eng., MBA) and Kevin O’Connor (PhD) as candidates for election as parent members of the Connect Charter School Society Board of Directors
- Following general discussion of the wide range of policies/procedures/practices across the TAAPCS membership, currently policy and practice at Connect Charter School, the respective roles of the Board (to provide operational oversight) and leadership team (to operate the school), and taking into consideration Superintendent Chomistek’s discussions with Alberta Education staff and other public charter school superintendents, committee members agreed to prepare and present a backgrounder and recommendations re: future contract approvals for consideration by the Board
- January 2018 Strategic Advance
 - We anticipate three main areas of work: environmental scan, innovation strategy, and board/director effectiveness evaluation
 - More detailed planning will be done by the strategic advance working committee, but Directors should anticipate there will be some Strategic Advance-related discussion/pre-work at the December 12 and January 9 regular meetings

Environmental Scan

Relationship Building and Advocacy

- Three MLAs were invited to the Oct 20th greenhouse/EXPO celebration; Greg Clark and Anam Kazim attended
- Education Minister David Eggen spoke at the TAAPCS biennial conference on October 27th, hosted by Aurora Charter School in Edmonton; his speech was highly supportive of public charter schools
 - Denise had a 15 second conversation with Minister Eggen before he spoke and he expressed interest in visiting Connect Charter School; it will serve us well to issue an invitation which includes a few possible dates when the Minister would be able to observe EXPO, external collaboration, outreach and/or other hallmarks of our charter in action (eg. April 19/20), as well as a one-pager on EXPO
- On November 15th, Education Minister David Eggen introduced Bill 28, School Amendment Act (Ron and Susan C. will provide more details at the meeting)
- Bill 24 An Act to Support Gay-Straight Alliances passed third reading on November 15th

TAAPCS October Meetings in Edmonton

- Meeting highlights were emailed to directors on October 30
- Thanks very much and congratulations to Ron Koper (elected as Chair of the TAAPCS Board of Governors), Susan Chomistek (Co-President of TAAPCS) and Myra Penberthy (Treasurer of TAAPCS), who will play key leadership roles in TAAPCS over the coming year.

News from Alberta Education

- A series of [lesson plans](#) has been developed to help teachers of grades 1 to 9 strengthen their ability to bring First Nations, Métis and Inuit history, cultures, perspectives and contributions to life. The purpose is to help students understand the history of residential schools and their legacy, along with the histories

and vibrant cultures of First Nations, Métis and Inuit communities in our province. The introduction of these new resources provides an opportunity for schools to review existing resources to ensure they are accurate and respectful of First Nations, Métis and Inuit history and perspectives.

- Applicable to high schools: Alberta Education announced the provincial [Alberta Dual Credit Framework](#), which will guide authorized dual credit programming in Alberta. School authorities are encouraged to review the *Alberta Dual Credit Framework*, the *Dual Credit Implementation Guide*, and tip sheets that are available on our [Alberta Dual Credit](#) web page.
- ***In The Loop*** newsletter November edition is available [here](#).

In the News

- [Alberta government proposes significant changes to School Act](#)
- [Rural Alberta municipalities to get credit for education tax they can't collect from oil and gas firms](#)
- [Bill to shield LGBTQ students from early outing, passes in legislature](#)
- [Edmonton Catholic needs construction money to keep pace with growth](#)
- [Catholic school trustees call Bill 24 “erosion of school board autonomy”](#)
- [Lesson plans aid in reconciliation process: First Nations, Metis and Inuit culture and history to be taught in schools](#)
- [Math proves difficult for some Calgary public students, administration looks to solutions](#)
- [Alberta improves education for students through expansion of dual credit program](#)
- [Groups push for more emphasis on climate change in Alberta curriculum](#)
- [David Stevenson resigning as chief superintendent at Calgary Board of Education](#)
- [New \[Calgary\] public board and education minister hoping to work for change](#)
- [Alberta LGBTQ teaching resource revised after controversy](#)
- [Former Education Minister wants referendum on separate school funding in Alberta](#)
- [Students were expected to struggle on “no calculator” tests, says education minister](#)
- [Sherwood Park MLA Annie McKittrick appointed Parliamentary Secretary to the Minister of Education](#)
- [Alberta government boosts teaching and support positions through new fund](#)
NOTE: public charter schools do NOT have access to this funding because the fund is part of the most recent contract with the Alberta Teachers’ Association (ATA) and public charter school teachers cannot, by law, be full members of the ATA
- [\\$2M for math coaches will add up to better test scores, CBE hopes](#)
- [Alberta schools to offer Arabic-language bilingual program in 2018](#)
- [Northern Gateway Public Schools superintendent slams issues with Bill 1](#)

Appendix “F”

Connect Charter School Society Board Meeting November 21, 2017 Secretary Treasurer’s Report

October Financial Statements

For the first two months of the year we are in a deficit position of \$66,500. This is consistent with prior year as in the months of September and October we have the greatest expenses for, enrichment camps, student kits and supplies, and preparing for the activities of the new school year. Last year at this time we had a deficit of \$48,700. The November 30, will be the end of the first quarter, and we will be able to gauge our financial position better at that time.

Audit & Finance Committee

Thank you to the Audit & Finance committee for their support with the audit and all the meetings surrounding year end processes, review of the Draft Audited Financial Statements and meeting with the Auditors, Grant Thornton to review the report to the Audit and Finance Committee.

November is always a very busy time in Finance and Administration, so I would also like to thank Ms. Brenner, Ms. Shewfelt and Dr. Miller, and welcome our new staff member, Ms. Kangas. as we are very grateful to have the extra help.

Thank you to our Board members leaving

I would personally like to thank Susan Gaetz and Mark Blake for their exemplary service to our Board. They have been an immense help in our committee work and have provided guidance, expertise and a student perspective, which has helped in decision making and governance. I wish them well in their future positions.

Respectfully submitted,
Myra Penberthy

Appendix “G”

ECC Meeting Oct 18th 2017

Attendees: Erin Piper, Phil Butterfield, Susan Chomistek, Hyacinth Schaeffer, Debra Scott-Pylypiw, Torben Bech-Hansen, Dave Robinson (Chair)

Regrets: Lori Wilhelm-Einsporn, Gavin Peat

Meeting called to order at 12:05PM and agenda accepted

1. Update on current activity
2. A very brief revisit of the terms of reference as it relates to EXPO
3. Brainstorming around how to help teachers and develop EXPO support and collaboration from the outside community
4. Other items as suggested by committee members

1. As planned Connect has ramped up EXPO related authentic learning opportunities. In addition to every grade having a fall camp experience (ie Sweet, Owl and Riveredge) there has been addition several new day experiences. Growth in the program is on track with around 40% of the EXPO activities being new to the school. As part of this discussion the committee spent some time discussing recognizing and addressing teacher wellness as we add to the programming.
2. Terms of Reference were reviewed. A slight change was made to formatting but the content remains the same.
3. Discussion addressed three sources of EXPO support.
 - a) Parent support. It was agreed that most success and opportunity for successful connections will come from the already engaged parent community and their connections. Several new parents this year have really added to our ability to make connections in the business community to the benefit of the teachers. Continue to build and grow our database of parent expertise and connections (past and present).
 - b) Educational Institutions. Especially contacts outside the faculty of education. At smaller universities like Mount Royal where the research arms are somewhat smaller a single contact like Jim Zimmer the AVP of Teaching and Learning should lead to fruitful discussions. At U of C this same role is less likely to connect professors to our needs because the connections with individual staff are limited due to the sheer numbers of professors. We need to emphasize three things when dealing with larger more research based institutions. First of all, the research component of what we are pushing at Connect. Secondly, we need to develop an interest in a connection with a vocation outside the faculty of education. Finally, we need to emphasize our picture of what good instruction looks like.
 - c) Business. This is the most difficult area for the teaching staff to develop meaningful connections that relate to curriculum. Obviously it is easiest to focus on parent connections and harvest those connections even after their children have moved on to their next level of education.

Meeting adjourned at 1:20PM
No dates set for next meeting

Appendix “H”

November 21, 2017

Connect Charter School Board

Communications Committee

Notes for Board Meeting -- November 21, 2017

Committee Focus for October and November:

Accessing communications resources to benefit Connect Charter School

We held two Communications Committee meetings in October / November and used them primarily as an opportunity to convene a small group of parents with professional expertise who responded to a request to support Administration with discreet communications tasks.

This group of parent volunteers are now working directly with Administration to take on tasks such as: creating a list of media contacts for the Powwow in April; making note of website errors; and planning content for the Spectrum.

As verbally reported at our October meeting, Connect is also providing an opportunity for a post-secondary student in the Public Design Program at the Alberta College of Art and Design to get a credit by undertaking a design project for Administration. Aly McAuley has created a series of templates that can be used for PowerPoint presentations and other graphic needs that Administration have.