

SCC COMMITTEE TO APPOINT COMMITTEES (CTAC)

March 7, 2006

I. Deep breath...

II. Action Items:

- a. Review last meeting action items
- b. Follow up with Carol Hawkins
- c. Procedure for CTAC
 - i. role and responsibilities
 - ii. standard year/task force year
- d. Review timeline
- e. Develop form for minutes
- f. Status of reviews with standing committees
 - i. CTAC member assistance
 - ii. Hand-outs prepared
 - iii. Review of national committees not ready
- g. Follow up with Les Lusk on Committee Webpage
 - i. Who gets print info
 - ii. Who posts to Web
- h. Issues to be addressed

III. Next Action:

- a. Recommendations to VP Hawkins
- b. Future meetings – FTF/E-mail