Meeting minutes

Meeting: DIAAC Education & Awareness Sub-Committee
Date: June 27, 2018
Time: 1:00pm - 2:15pm
Location: Committee Room #2

Attendees: Leroy Osbourne(Chair), Zeba Hasmi, Thomas Wall*, Marilynn Prefotaine, Mphatso Mlotha

* - denotes regrets

Item	Discussion	Action Item/ Responsible Party
Orientation Package for new members	Package will culminate around a list of items with the intention to complete prior to next appointment cycle. Members discussed that the orientation package should contain the following: -Official orientation document (from city) -supplementary orientation documents (the sub-committee write up we spoke about today) -DIAAC brochure -Councillor contacts -Minutes from previous meetings -Acronym list -Governance chart -Org chart -budget proposals -delegation status & presenters -DIAAC definitions -FAQ about DIAAC -Flow chart from AC recommendation to staff implementation -Examples of recommendations -DIAAC meeting agenda legend -CDIS booklet	All members
	Sub-committee write-up will become a supplemental document that covers historical background of DIAAC, distinction of voting and resource members, role of DIAAC and breakdown of subcommittee members. E&A proposed document completed for P&P by July 16th	Education Committee
	Governance model edits First draft: July 16th	Mphatso

	FAQ about DIAAC
	-proposed for orientation package and posting on DIAAC section of London site.
	
	Three main questions were discussed:
	   1) How do you describe the work DIAAC does?
	   2) What do you see as your responsibility to DIAAC?
	   3) Is there something you wish you knew before you came onto DIAAC?
	
	First draft: July 16th
		Ed'n committee
		
		Leroy

	Acronym list -List of commonly used acronyms or job titles regularly discussed in meetings First draft: July 16th	Ed'n committee
	Legend for meeting agenda First draft: July 16th	Zeba
DIAAC database	A number of contacts have been compiled from the various organizations in the City of London that would overlap DIAAC's mandate. The current database will be circulated for the rest of the committee to assist in updating.	deferred
Brochure update	Recent feedback from communications to take into account. Wait on approval status from council	deferred
Name badge design		deferred