

**Meeting Date:** December 21, 2009

**CSAC members present:** John Dutt, Mark Feters, Carrie Lathers, Vincent Woods, Michael Mills, Leanne Tumbaga, Maureen Yandle

Topic	Discussion	Action/ Decision
New Member Welcome	We welcomed LeAnne Tumbaga (Water) and Maureen Yandle (PBOT) to the CSAC team. LeAnne stepped up with the departure of Michael Mock and Maureen is our first representative from PBOT.	John will schedule a “coffee talk” with LeAnne and Maureen to bring them up to speed on CSAC activities.
Director's meeting presentation debrief	<p>John Dutt and Mark Feters attended the December Bureau Director's Meeting and gave an update on the CSAC activities and shared the latest draft of our report to Council that is scheduled for presentation on 1/13. John reported that it went well and that the directors were receptive. John told them to get back to us any additional information/updates to be included by December 25<sup>th</sup>.</p> <p>John met with Megan Callahan from BES to discuss CSAC activities and BES' submittals. He emailed Megan BES' report submissions for her review. He also extended an invitation to her or someone from BES to join the committee.</p>	
Updates to the Report	Subsequent to the meeting with the directors we have received a few updates. Maureen provided a substantial update for PBOT. Chief Klum provided some additional information about Fire Bureau performance appraisals. Parks submitted a few minor additions.	John will email out the latest draft version to the committee to review these additions.
Report to council	<p>January 13<sup>th</sup> at 9:30 we are on the council agenda as a time certain item. We are looking for 3 of us to present and John and Amy have already volunteered. Vincent said he would join as a 3<sup>rd</sup>. We discussed a few ideas for themes/topics for the presentation. We will include a brief history and CSAC update and a few highlights from the report. General themes we discussed included; generally we have seen a lot of positive progress, budgets are tight but customer service improvements must continue as a priority, protect frontline workers/services when cutting budgets, leaders need to help manage expectations when there are service cut backs. John, Amy and Vincent will get together to flush out more details of this report to council. We also will draft up an Executive Summary and share with the rest of the committee for feedback.</p>	<p>John will schedule meeting with Amy and Vincent to discuss presentation and draft up a report Executive Summary.</p> <p>Jenny and John will update the toolkit on the web site with information from selected status reports.</p>
Next meeting	The next committee meeting is scheduled for January 12 <sup>th</sup>	