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April 27, 2005

AGENDA FOR THE FINANCE & ADMINISTRATION SUB-COMMITTEE MEETING

You are requested to attend a meeting of the LMTAC FASC to be held on Wednesday, May 4, 2005 from 10:00 am – 11:00 am by conference call (or in person in the 2nd Floor West Meeting Room, 4330 Kingsway, Burnaby).

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1. **AGENDA FOR ADOPTION**
 - 1.1 May 4th, 2005
 2. **MINUTES FOR ADOPTION**
 - 2.1 April 6th, 2005*
 3. **REPORTS**
 - 3.1 **LMTAC 2004 Audit – Update*** **15 min**
 4. **OTHER BUSINESS** **15 min**
 - 4.1 March 2005 Actuals *
 - 4.2 Email Disclaimer for LMTAC Office Messages* **10 min**

Directive: Members are requested to review the disclaimer and provide comments.
 - 4.3 Responses to LMTAC Letter re Procedures to Share and Store LMTAC Documents* **10 min**
 - Summary of Responses
 5. **INFORMATION*** **5 min**
 - 5.1 Correspondence
 6. **Next Meeting: June 1st, 2005 [only as required]**