

June 1, 2006

AGENDA FOR THE FINANCE & ADMINISTRATION SUB-COMMITTEE MEETING

You are requested to attend a meeting of the LMTAC FASC to be held on Wednesday, June 7, 2006 from 10:00a.m. – 12:00 noon. in the 2nd Floor Café West Meeting Room, 4330 Kingsway, Burnaby, BC.

1. AGENDA FOR ADOPTION

1.1 June 7, 2006

2. MINUTES FOR ADOPTION

2.1 March 8, 2006*

3. REPORTS

3.1 Preliminary 2007 Budget Preparations*

Directive: Members are requested to use the attached budget documents to provide guidance on:

- Preliminary 2007 budget assumptions
- Potential Expenses for 2006
- Revenue Sources

Recommendation from Staff: That the preliminary 2007 budget assumptions be forwarded to the Executive Committee and Board for endorsement.

3.2 Website Contract Services*

Directive: That FASC Members receive this report for information and consider next steps.

Recommendation from FASC Chair: That members authorize the Managing Director to renew a contract with the existing service provider until the end of 2007.

3.3 Summary of Results - Monthly Board Feedback Form Trial Period*

Directive: That FASC members receive this report for information and consider the next steps as listed in Discussion Section 3.3.

Recommendation from Staff: That members direct staff to continue to implement the Monthly Board Feedback Form with a revisions to Question 3.

4. OTHER BUSINESS [in-camera]

4.1 Administrative Assistant Contract Renewal
[verbal update from Managing Director]

5. INFORMATION

5.1 Review of April Actuals
[to be provided on-table]

6. Next Meeting: July 5, 2006 [only as required]