**MEETING MINUTES**

**Name of Committee:**

**Meeting Date:**

**Meeting Time:**

**Meeting Location:**

**ATTENDEES:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Voting** | **Observer** | **Guest** | **Name and type of attendance** | | **Comp/Local** |
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| 1. | Call to Order at |
| 2. | Land Acknowledgement |
| 3. | Statement on Harassment  <https://prairies.psac.com/wp-content/uploads/2021/08/ANTI.pdf>  Identified Anti-Harassment Coordinator: |
| 4. | Approval of the Agenda  m/s/c |
| 5. | Review and approval of previous meeting’s minutes  m/s/c |
| 6. | Report of Chair |
| 7. | Financial Statement  m/s/c |
| 8. | Review of outstanding action items from previous meeting(s) |
| 9. | Correspondence |
| 10. | New Business |
| 11. | Next meeting |
| 12. | Adjournment |