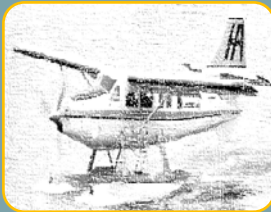




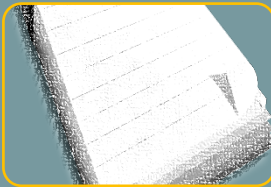
1 Year Ahead: Schedule Meeting Location, Date and Times

- Try to schedule the details of the next meeting at the conclusion of each committee meeting.
- Consider collaborating with one or more discipline-related committees.
- Consider costs of travel for meetings on the lower mainland vs. smaller communities.
- Ensure that the host institution has adequate meeting space and try to designate a committee member from the host institution for such things as disability access (if required), parking, catering, AV and note-taker.
- Ensure the committee email distribution/contact list is up to date, including BCCAT's Committee Coordinator.



6 Months Ahead: Arrange Travel and Accommodation

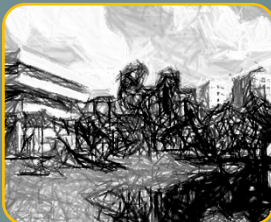
- Arrange / research appropriate accommodation, considering cost and location (e.g., proximity to the host institution, or ease of getting to and from the meeting site). It is often possible to arrange a group rate.
- If accommodation is at a distance from the meeting site, organizers may consider arranging for group transportation to and from the meeting.
- Ensure the Committee Coordinator is notified of arrangements.



2 Months Ahead: Set Draft Agenda

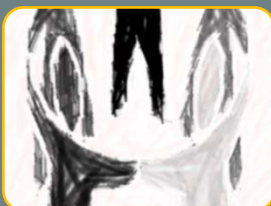
* Refer to page 16 of the *Articulation Committee Companion*: <http://www.bccat.ca/pubs/companion2018.pdf>

- Review last year's minutes and draft the new agenda, including any action items from the previous meeting.
- Remember to invite appropriate representatives from agencies, K-12, and other professional bodies.
- Send out draft agenda to the committee with an invitation to add items.
- Include any information regarding travel directions, etc.



1 Month Ahead: Prepare for Meeting

- Issue a request to each committee member for their institutional report. Ask for reports to be submitted 2 weeks prior to the meeting so that they may be circulated as one file with the final agenda. Note: BCCAT does not collect or retain institutional reports.
- Confirm attendance. Note: if any institution offering a significant number of courses in the discipline does not plan to attend, please notify BCCAT.
- Confirm meeting arrangements with the host institution, including catering, AV, parking passes (if required).
- Confirm welcome message to be provided by the host president (or designate) and a welcome prayer or message from a representative of the local indigenous community.



2 Weeks Ahead: Issue Final Agenda

- Ensure all institutional reports are received and attendance confirmed.
- Issue final agenda package including all institutional reports.
- Prepare copies of the last minutes, current agenda, and any presentations on a USB stick for projection.
- Printing: you may wish to print name cards and have a sign-in sheet. Printed copies of the agenda and copies of presentations and the previous minutes are also useful.
- Ensure a note-taker is identified and prepared with a template prior to the meeting.