



# Staff Council Standing Committee Minutes

**Committee Name:**

**Meeting Date and Place:** DAY, DATE, TIME @ via Zoom or location

**Members Present:**

**Excused Absent:**

**Members Absent:**

**Guests Present:**

**Minutes Submitted by:**

*\*Information in red is suggested guidelines*

	<b>Subject</b>	<b>Item</b>	<b>Notes</b>
1.	<b>Call to Order</b>	The official opening act of the chair/co-chair to begin the meeting. This declares the meeting has started.	Meeting started at Time
2.	<b>Indigenous Peoples' Land and Territory Acknowledgement</b>	(Optional)	Read by
3.	<b>Approval of Agenda</b>	Committee members review the agenda and may approve or amend and agree to adopt the agenda.	
4.	<b>Approval of Previous Meeting Minutes</b>	Previous meeting minutes are reviewed and are approved by the members as presented or as corrected, if changes are to be made.	
5.	<b>Unfinished Business</b>	Topics/Issues from previous meeting: a. Description of Agenda Item/Person(s) Responsible b. Description of Agenda Item/Person(s) Responsible c. Description of Agenda Item/Person(s) Responsible	
6.	<b>New Business</b>	New topics/issues not previously discussed. a. New Business Item/Summary of Discussion b. New Business Item/Summary of Discussion c. New Business Item/Summary of Discussion	
7.	<b>Announcements</b>	Members have the opportunity to talk about any important dates, changes or upcoming events.	
8.	<b>Adjournment</b>	Next meeting Date from Time @ Zoom	Meeting adjourned at Time