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| UTM Business Contacts Monthly Meeting |
| 2.18.2015 | 10:30 a.m. | Innovation Complex – KN2213 |
| In Attendance: | Donna Coulson, Steve Suraci, Mary Cunningham, Carmen Bryson, Diane Pracin, Carolyn Moon, Isabela Simon, Maureen Maclean, Chris Sparks |
| Regrets: | Sharon Edghill, Lisa Cauchi, Lorna Taylor, Toni Luke-Gervais, Ryan Henningsen, Colin McFarlane, Christine Capewell, Keshani Wijesuriya, Maria Andrade, Aisha Sharif, Cliona Kelly, Sue Thomson |
| Guests at upcoming meetings |
| Discussion |  |
| Paul Donoghue, CAO, to speak at the March 18th. Items the group would like to discuss with Paul Donoghue. Suggested that we invite Susan Senese as the guest in April to talk about the services Computing Services provides.  |
| Conclusions |  |
| 1. Topics for Paul Donoghue: How do we (Business Contacts) feed into his portfolio /Budget Forecasts: where do they go /Group to e-mail other topics that they think of
2. Agreed that Susan Senese would be invited for April
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| Action Items | Person Responsible | Deadline |
| Provide Paul with discussion topics Contact Susan to attend the April meeting | Donna Coulson/Steve SuraciSteve Suraci | March 9March 18 |
| Staff Workshops |
| Discussion |  |
| Online survey to determine courses of interest for all staff (Business Contacts and other supporting staff). Interest in pursuing Excel training right away. |
| Conclusions |  |
| 1. Move forward with execution of online survey.
2. Begin planning excel training for staff.
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| Action Items | Person Responsible | Deadline |
| Coordinate Ex cel TrainingDevelop online survey | Mary CunninghamSteven Suraci | March 18April  |
| Networking/Resource Database |
| Discussion |  |
| Creation of database of common administrative challenges/processes and experience staff members who are comfortable advising on various processes, |
| Conclusions |  |
| Move forward piloting a database |
| Action Items | Person Responsible | Deadline |
| Coordinate database pilot | Chris Sparks/Cliona Kelly | March 18 |
| Online housing of information |
| Discussion |  |
| Dedicated web space on the UTM Business Services site to house important information and meeting minutes |
| Conclusions |  |
| Christine Capewell has offered support to dedicate space on Business Services site to house information |
| Action Items | Person Responsible | Deadline |
| Setup dedicated space on UTM Business Services Site | Christine Capewell | Completed |

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| Forecasts |
| Discussion |  |
| 1. Instructions came late (after start of forecasting) – highlight changes in advance
2. UTM BS to communicate rationale of 10%/$10K variance when most groups have little input on base budget plan
3. Inconsistent practice between financial contacts
4. No clear instructions on what to do beyond the mechanics of downloading the data
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| Conclusions |  |
| 1. Develop reference materials
2. Ask Business Services to conduct workshop before next forecast showing steps to complete in consistent manner
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| Action Items | Person Responsible | Deadline |
| Meet with Christine Capewell | Donna Coulson/Steve Suraci | March 6 |

NEXT MEETING: March 18, 2015

 10:30 – 11:30 a.m.

 Location: KN2213