



**CABA Information Council (CIC)  
Draft Meeting Minutes**

Wednesday, November 7, 2018  
12:00 Noon – 12:45 PM (ET) via Teleconference

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CIC Chair, Ken Wacks (Ken Wacks Associates)

Present:

ArcoLogix LLC, Anne Breene

CABA, Leah Tong

CABA, Greg Walker

CABA, Ron Zimmer

Ken Wacks Associates, Ken Wacks

Public Services and Procurement Canada, Marek Dziedzic

1. **Agenda** – Ken Wacks (Ken Wacks Associates)s

Ken Wacks (Ken Wacks Associates) outlined the agenda.

2. **Welcome and Introduction** – Ken Wacks (Ken Wacks Associates)

Ken Wacks (Ken Wacks Associates) welcomed and thanked everyone for joining the meeting and took attendance. Ken also outlined the role of the CIC.

3. **Review of Terms of Reference** – Ken Wacks (Ken Wacks Associates)

Ken Wacks (Ken Wacks Associates) reviewed and outlined the Terms of Reference.

Marek Dziedzic (Public Services and Procurement Canada) noted a slight grammatical change to the wording of the Terms of Reference (item 3).

Leah Tong (CABA) noted that if members find their own reports they should send them to her to ensure they have not previously been reviewed. Leah stressed that CIC reviewers are encouraged to find reports on their own and are not required to pull reports solely from the CIC report list.

It was agreed that Greg Walker (CABA) will call the top reviews to clarify that “all buildings types” are within the scope of the CIC. Greg will also send a reminder

to those who have not yet completed the required five (5) reviews per year. If they are not able to do five (5) reviews, they will be removed from the CIC. The revised CIC Terms of Reference is attached.

**4. Review of CIC Review Form and Checklist** – Ken Wacks (Ken Wacks Associates)

Ken Wacks (Ken Wacks Associates) and Greg Walker (CABA) reviewed the CIC Review Form and Checklist. Greg noted which sections were changed from the previous CIC Meeting in June.

**5. Recognition for CIC Members** – Greg Walker (CABA)

Ron Zimmer (CABA) and Greg Walker (CABA) thanks all the CIC Members. Greg gave recognition to the top two members who completed the most reviews in the past year. Predrag Pesikan (Centennial College) being the top reviewer and David Katz (Sustainable Resources Management Inc.) being the second.

**6. List of Available Reports for Review** – Leah Tong (CABA)

Leah Tong (CABA) mentioned there was only one (1) report available to review, but she receives new reports on a daily basis. To ensure all the reviews have the opportunity to review reports it was agreed to have a minimum of 10 reports in the CIC list before the top reviewer can request one.

**7. Adjournment** (12:45 PM ET) – Ken Wacks (Ken Wacks Associates)

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CABA CIC meetings are open to CABA CIC members and everyone is encouraged to participate. More info on the CIC, participants, terms of reference, and CABA Libraries can be found at: [www.caba.org/cic](http://www.caba.org/cic).

Regards,

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