



**CABA Information Council (CIC)**  
**Draft Meeting Minutes**  
Tuesday, January 19, 2021 via Webinar

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CIC Chair, Ken Wacks (Ken Wacks Associates)

Present:

CABA, Conrad McCallum

CABA, Greg Walker

CABA, Marta Klopotowska

CABA, Ron Zimmer

Centennial College, Predrag Pesikan

Cimetrics, Inc., Jim Wajciechowski

Dasny, Art Ware

Enbridge Gas Inc., Mohamed Abdelsalam

Honeywell International Inc., Brad Hill

Ken Wacks Associates, Ken Wacks

Kimberly-Clark Professional, Juliet Hollyhurst

LumenRadio, Inc., Maciej Oldziej

National Research Council Canada (NRC), Brad Kelly

Ricardo Laguna & Associates, Ricardo Laguna

Sustainable Resources Management Inc., David Katz

University of North Carolina, Arthur Ware, II

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

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 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. No changes were made.

**4. Review of Updated CIC Reviewer Checklist** – Ken Wacks (Ken Wacks Associates) and Greg Walker (CABA)

Ken Wacks (Ken Wacks Associates) reviewed the CIC Reviewer Checklist. Conrad McCallum (CABA) expressed concerns that the many report descriptions had poor grammar, were too short, did not provide information about results and many just reworded or cut and pasted sections of the report. Ken and Conrad stressed that going forward CABA will have much higher standards for the report descriptions. It was agreed that the word count of the descriptions should be approximately 100-120 words. A minimum of three (3) keywords was also added as a requirement.

**5. Recognition for CIC Members** – Ken Wacks (Ken Wacks Associates)

Ken Wacks (Ken Wacks Associates) discussed the recognition for CIC Members. He also gave recognition to the top two members who have reviewed the most reports in the last 12 months. Predrag Pesikan was the top reviewer with 58 reports reviewed in the last 12 months, and David Ainslie was the second with 50 reports reviewed in the last 12 months. 187 reports have been added to the CABA Member Library in 2020 and there are over 700 reports in the CABA Member Library from 2017-2020. Ken also thanked the six (6) new CIC members who recently joined the CIC.

**6. List of Available Reports for Review** – Ken Wacks (Ken Wacks Associates)

Ken Wacks (Ken Wacks Associates) encouraged all CIC reviewers to find reports on their own to review if there are no reports available.

**7. Adjournment** – 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/caba/Councils](http://www.caba.org/caba/Councils).

Regards,

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