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

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)

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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