



CABA Information Council (CIC)
Draft Meeting Minutes
Tuesday, May 5, 2020 via Webinar

CIC Chair, Ken Wacks (Ken Wacks Associates)

Present:

Conrad McCallum, CABA

David Katz, Sustainable Resources Management Inc.

Greg Walker, CABA

Ken Wacks, Ken Wacks Associates

Lisa McBride, CABA

Predrag Pesikan, Centennial College

Qingbin Cui, University of Maryland

Ron Zimmer, CABA

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. Ken and Greg Walker (CABA) reviewed the Terms of Reference in detail prior to the meeting and jointly presented minor changes. Changes included: decreasing the amount of time a paper can be checked-out by a CIC member from three (3) months to one (1) month, removing the CIC Vice Chair position, eliminating the term limit of the CIC Chair, eliminating the 12 month maximum age of a paper for review in rare cases where the paper is very good

and applicable, and clarifying the two (2) CIC meetings per year. It was agreed that Greg and Ken would make these changes to the Terms of Reference.

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

Ken Wacks (Ken Wacks Associates) reviewed the CIC Review Form and Checklist. No changes were made.

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 6 months. Predrag Pesikan was the top reviewer with 40 reports reviewed in the last 6 months, and Ricardo Laguna was the second with 15 reports reviewed in the last 6 months. 52 reports have been added to the CABA Member Library in 2020 and there is a total of 713 reports in the CABA Member Library from 2017-2020.

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

Ken Wacks (Ken Wacks Associates) mentioned that there were no reports available for review at this time. Ken encouraged all CIC reviewers to find reports on their own to review.

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.

Regards,

Greg Walker
Research Director
Continental Automated Buildings Association (CABA)
walker@caba.org | 613.686.1814 x227 | 888.798.CABA (2222) | www.caba.org