DATE: January 9, 2012
TIME: 6:00 PM - 8:30 PM
LOCATION: 555 Franklin Street, San Francisco, CA, 94102 – 601- Main
Minutes adopted: May 8, 2013

Attendees:
Mary Jue
Angelina Wei
Bill Kappenhagen
Chris Armentrout (staff)

Meeting called to order at 6:15 PM.

Adoption of minutes tabled until February meeting (previous meetings minutes unavailable for review)

Reviewed Recommendations memo and prepared structure for CAC presentation on 1/15/12 and 1/22/2013.

Tentative structure was defined (see table at end of minutes) with recommendations read live for the record. CAC will then invite questions from the BoE with specific CAC members identified as experts for particular potential topics (e.g. questions regarding Recommendation #1 will be fielded by Mary Jue). See table at end of minutes for complete list.

Determined that CAC members will be expected to arrive at 5:30 on 1/15/13 to confirm roles at presentation (Chris to send out reminders to CAC this week). We hope members will also convene in the lobby after the presentation for a brief de-briefing. Members will also be expected to be present for recognition and formal vote by the BoE on 1/22/13.

Future meetings:

February will be planning meeting for Spring semester.
Angelina Wei will take lead regarding student activities (research timing and process for student survey, presenting at YC/SAC and Youth Summit this semester)

Meeting adjourned at 7:35.