

**CAGP London Roundtable  
Minutes of Meeting  
Friday, September 15, 2011  
Windermere Manor**

**Present:** Ryan Fraser (Chair), Rachel Bayley Joanne Beaton, Mary Littlejohn, Lisa Mazurek, Kim Pritchard, Susan Relecom, Irv Wilson

**Regrets:** Lorie Colledge, Sue McLean

**Adoption of Agenda**

**Approval of Minutes**

**Chair's Update:**

- The education chair is responsible for gifts for speakers and will obtain a cheque from the treasurer.
- The agenda for the membership meeting was reviewed. The CAGP Roundtable Chair will introduce the speaker and the vice chair will thank the speaker.
- A strategic visioning session will be held on December 2 from 8:30 to 10:30.

**Treasure's Report:**

- The board will use the meeting room at Windermere Manor for meetings prior to the membership meeting.
- There have been no changes to the financial reports submitted at the August 17 meeting.
- New signing authorities have been completed.

**General:**

- Responsibilities for the meeting arrangements were reviewed i.e. name tags, CAGP banner, etc. A checklist will be provided by the Past Chair. The secretary will take responsibility for the name tags.
- The Education and Sponsorship responsibilities have been combined since the relationship is so strong.

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- A request will go to the membership and to the executive to help with the LAL program for 2012.
- Sue will bring new name tags.

**Next Executive Meeting:**

- Executive Meetings will continue to take place one hour before the luncheon meetings. Next meeting will be November 11 at 10:30 am at Windermere Manor.

Smr

10/26/11