

**EO Committee Meeting
12 January 2016 to 13 January 2016
UTE National Office
Main Boardroom**

1. *Welcoming Remarks*

- a. Housekeeping
 - Completion of expense claims, etc.

2. *Annual Events*

- a. Review of the current annual events – add? delete?

3. *Equity Networks*

- a. Questions / concerns from the members?

4. *Equal Opportunities National Conference*

- a. Review of the evaluation forms for the three (3) *EO Regional Conferences*; and
- b. Review of best practices; and
- c. Review of the budget; and
- d. Select theme; and
- e. Select objectives; and
- f. Discuss format (for ex. speakers and facilitators or only speakers); and
- g. Select agenda; and
- h. Alcohol in hospitality suite?; and
- i. Review of registration and call letter; and
- j. Review the evaluation form; and
- k. Other items as necessary.

5. *Other Items?*