

Surrey Immigrant Advisory Roundtable (IAR)

MEETING AGENDA

DATE:	Wednesday, January 14 th , 2015	Staff Attending:	Aileen Murphy, Senior Planner
Time:	6 p.m. – 8 p.m.		Olga Shcherbyna, Surrey LIP Coordinator;
Location:	Surrey City Hall 13450 – 104 Ave., Surrey BC	Facilitation:	Olga Shcherbyna / Trevor Van Eerden
Room:	2E. 20 08 (2nd floor, East wing)	Notes:	Olga Shcherbyna

AGENDA ITEM	PURPOSE	TIME
Mingling <ul style="list-style-type: none"> - "Get to Know Your IAR Member" Bingo - Photo shoot 	Getting to know each other. Having pictures taken by a professional photographer.	5:30 – 6:00
1. Meeting Opening <ul style="list-style-type: none"> - Welcome and Introductions - Adoption of agenda 	Getting to know each other. Introducing any other items on the agenda, if necessary.	6:00 – 6:20
2. Meeting Guidelines <ul style="list-style-type: none"> - Brainstorm and adopt discussion and meeting guidelines 	Creating a collaborative meeting environment.	6:20 – 6:30
3. Surrey LIP Project Overview <ul style="list-style-type: none"> - Olga provides a more detailed overview of the project - Questions and Answers 	Getting familiar with the project and its goals.	6:30 – 7:15
4. Terms of Reference <ul style="list-style-type: none"> - Review draft Terms of Reference 	Discussing and adopting terms of reference.	7:15 – 7:30
5. Selection of Co-Chairs	Reviewing the roles and responsibilities of Chairs and selecting Chairs.	7:30 – 7:50
6. Other Business	Discussing any items that are not on the agenda.	7:50 – 8:00

If you have any questions, please call Olga Shcherbyna at 604-592-7059.