

**Union/Management Committee**  
**Feb 2, 2009**

**From the Law Society**

Jeanette  
McPhee  
Donna  
Embree  
Adam  
Whitcombe

**From the PEA**

Carmel Wiseman  
Jack Olsen  
Frank Greenlay

**1) Meeting Dates**

Per the Collective Agreement, the Committee shall meet once every three months on a regular basis, but at this time as the Committee has not met up to this date, the Committee agreed to meet more regularly to deal with outstanding issues at 9:30 AM for up to 1 and ½ hours on the following dates, subject to confirmation of the dates by the Law Society:

March 3  
April 9  
May 7  
June 8  
July 9

**2) Agenda**

It was agreed that the agenda for meetings will be set jointly by the parties, with the PEA responsible for preparing the **written** agenda in consultation with the Law Society. The parties will attempt to set the agenda at least one week in advance of the meeting. **To set the agenda**, both parties will propose a list of topics for discussion, generally, and the Committee will set priorities for discussion at the next meeting.

**3) Minutes**

The PEA will be responsible for preparing the minutes. Adoption of the minutes from the previous meeting will be an item on each meeting agenda. Both parties may share the minutes with others unless specific items are identified by the parties as confidential.

**4) For the next meeting**

The PEA will send the list of outstanding issues to the Law Society and both parties will identify priorities for discussion.