

**Arts Administrative Group
Tuesday, October 19, 2010
9:30 am
Leacock 738**

Co-Chairs: Connie Di Giuseppe and Andrew Stoten

AGENDA

- 1. Welcome and introduction of new members**
- 2. McGill Travel Agency: Preferred Vendor – guest speaker:
- Catherine Disotell, Senior Buyer, Procurement Services**
- 3. Role of an AO/AA from a Science Dept in the AAG**
- 4. New AAG listserv**
- 5. Working Group to review Arts administrative service provision**
- 6. Suggested topics for future meetings**
- 7. Other business**