

**Arts Administrative Group  
Tuesday, December 7, 2010  
9:30 am  
Leacock 738**

**Co-Chairs: Connie Di Giuseppe and Andrew Stoten**

**AGENDA**

- 1. Welcome**
- 2. Operating Budgets – carry forwards and supplementary budget allocation for encumbrances, procedure change MEMOs. Guest speaker: Nancy Prsa**
- 3. Sharing administrative support initiatives**
- 4. Update: Working Group to review Arts administrative service provision**
- 5. Suggested topics for future meetings**
- 6. Other business**