Attendees:

Doug Holmes  OUAC Programmer Analyst, ARUCC Representative
Dave Matthews  Ellucian, Director Canadian Solution Centre
Bill McKee  OCAS Director of Corporate Services
Kelly McMullen  Apply Alberta, Business Analyst
Brian Patton  OUAC Manager of Application Systems
Trudy Sykes  OUAC Director of Operations
Leisa Wellsman  OUAC Manager of Applicant Services
Dorothy Chapman  University of Waterloo, Systems Manager for Admissions
Jam Hamidi  BC Campus, Member of PESC Tap Committee
Barry Billing  OCAS Senior Business Systems Analyst
Debi Sandul  University of Lethbridge
Jennifer Leigh  University of Toronto
Darcy McCarty  University of PEI
Jennifer Porter  Memorial University
Vivian  SFSU
Vincent Aumont  University of BC
Susan Husum  University of Regina
Josie Lalonde  University of Toronto, Student Information Systems
Matt Clark  MTCU

Business arising

1. Vancouver Summit - Review of Summit

Trudy stated that the summit was a success. It was helpful to gain the scope of PESC and it was useful to have 8 provinces present providing good feedback and contributing to the discussion. The level of commitment and enthusiasm was good. Several of the provinces’ ministries are becoming more aware of PESC.

Continued work on charter – Left off at constraints – as shown in the revised document.

Actions forward:

1. To follow up with ARRUC executives regarding sponsoring the program, along with PESC.
2. **Bill to set up biweekly meeting request every other Thursday.**

Canadian Transcript Exchange Network. Additional tasks that need to be done and actions forward. Look at parts of the charter that may not be needed.

2. **PESC User Group members** – Would like to have members participate on PESC list.

Is anyone missing account on SugarSync? Josie doesn’t currently have. Bill can give rights to join SugarSync.

OCAS and OUAC are currently on the PESC list. It was asked whether being added to the list serve means PESC membership. At a later meeting with PESC staff available, we will discuss what support for PESC looks like. Ultimately it would be advantageous to have someone from the Canadian PESC User Group elected to the PESC Board and to be included in their press releases.

**Continued work on Draft Project Charter for the Canadian High School Transcript Exchange Network.**

Changes made are reflected in the updated Charter version 0.4 available on SugarSync.

**New Business**

3. **Committee member updates**

There are currently no updates from CEDS groups that meet biweekly. Jam will have updates from working groups for the next meeting. Michael was suggesting participation in the NIEM Project (directory services creating a domain) for PESC users, since it could provide useful information for the Canadian Transcript Exchange Network.