Meeting was called to order at 2:04pm

**Attendance:**
Abbie Butler, co-chair (PATH)  
Jenny Woods for Lori Dressel, Chair (Teaching Hospital)  
Rebecca Kirkland, secretary (Infectious Diseases)  
Katie Porterfield (Teaching Hospital)  
Sarah Freeman, for Molly Thomas (Dean's Office)  
Merrilee Thoresen (Large Animal Medicine)  
Alan Icard (PDRC)  
Misty Patterson  
Natalie Norton (Safety Committee Liaison)  
Lauren Heidingsfelder (Small Animal Medicine)

**Old Business:**
September minutes were approved with one correction regarding AHRC and Animal Resources units: Status of AHRC and Animal Resources was addressed again: they are separate units and should each have a representative. The by-laws need to be reviewed and approved to correct this.
Dr. Harvey will send a representative for AHRC next time. SCWDS is part of Population Health (i.e. share the same department code), as noted in September.
Abbie shared what she learned about successful SRG's on campus, including those with impressive websites, newsletters and events. Division of External Affairs was one SRG that stood out for enthusiasm and activity. Clarification of the by-laws regarding absences of members was discussed but not voted on due to the absence of the chair. There was general agreement on a policy in which the first absence without notice or substitute attendee is forgiven. After the 2nd absence without notice or substitute attendee, the department chair is notified. After the 3rd absence without notice or substitute attendee, the representative is relieved of the position. The matter will be revisited at the November meeting.

**Reports:**
Alan Icard submitted a report from the September meeting of the Staff Council.
Natalie Norton introduced herself as the Safety Committee Liaison and noted that the Safety Committee is an advisory committee that cannot take action. Therefore the committee meets only as needed and is attended by a faculty representative from each department. Natalie also provided a brief history of the SRG to highlight what accomplishments it has made and inspire ideas for future goals. SRG lobbied for and acquired the picnic tables in front of the building, the staff lounge room on 2nd floor and staff awards, and it also is seminal in distributing information to staff and faculty.

**New Business:**
There was also discussion of other issues of representation and term limits. Some would like to amend by-laws to eliminate term limits to improve participation by staff members. Term limits were intended to promote diversity among representatives, but may also have the effect of leaving out staff members who are committed to the group and its objectives. Different staff positions have different degrees of flexibility for attending the meeting, though supervisors are required to allow representatives to include the meeting in their work hours. It was also suggested that terms of members be staggered to ensure continuity within the group each year.
Wording of the “objective” of the by-laws was also discussed. Sentiment was that it should emphasize the opportunity to identify concerns and how to address them.
Members signed up to bring refreshments to future meetings.
A one-person bathroom in Small Animal Medicine needs a lock on the outer door (3rd floor, H-wing). Natalie Norton will report it to the Facilities Manager in her capacity as the Safety Committee Liaison.

Meeting was adjourned at 2:58pm