

## Office of the Registrar

## MEMORANDUM

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**To:** Members of Senate  
**From:** Alison Watt, Director, Secretariat Services  
**Subject:** Senate Room Arrangements  
**Date:** 16 October, 1997

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At the last Senate meeting, Senators indicated that WMC 3210 does not function well as a meeting room from their point of view.

I have explored our options.

**Recording and PA implications:**

Tim Greenwood, Director, IMC, reports that WMC 3210 is the only facility on the Burnaby campus which has the necessary sound system to accommodate Senate meetings; the sound system in WMC 3210 is required for recording and sound amplification. The recording equipment which was used in Strand Hall for Senate meetings was made surplus after Senate moved to WMC. His rough estimate is that it would cost in excess of \$10,000 to acquire the necessary equipment.

**Location and Set up:**

The layout used for Senate in Strand Hall 3171 and 3172 comfortably accommodated 40 people, with an inner and outer circle arrangement. Senate has 56 members. There are other locations which might be considered: Halpern Centre or one of the larger rooms in the Maggie Benston Centre. For either of these locations, the recording costs would be the same as a new installation for Strand Hall.