1. **Call Meeting to Order** – Meeting called to order at 12:19 p.m. The following committee members were present:
   a. Gena Major, Vice – Chair
   b. Belinda Pedroso
   c. Harmel D. Codi
   d. Monica Miles – via phone
   Also present was Legal Counsel Mary Carole Cooney.

2. **Adoption of Agenda** – The committee voted to adopt the agenda (3-0)

3. **Acceptance of March 25, 2016 Meeting Minutes** – Minutes were accepted (4-0). Action needed: Have summaries made public (minutes/agenda)

4. **Legal Counsel March 2016 Invoice** – Accepted by committee (4-0).
   a. Ms. Codi asked for the Attorney to check on the procurement policy for obtaining liability insurance and document storage.

5. **Legal Counsel to Advise**:
   a. **Readiness of Webpage information setup as provided by chair, to be reviewed and approved by Committee**
      i. AOC History & Legislation – Was OK
      ii. AOC Committee Members – Was OK
      iii. By-laws – To be accepted as edited
      iv. Agenda format: OK, make sure that agenda goes up as soon as possible
      v. Meeting minutes summary: 2/19/2016, 3/11/2016, 3/25/2016 – The details of these minutes should go up on website
   b. **Open Records Request Management**: Mary Carole Cooney to research and advise
   c. **Liability Insurance**: Mary Carole Cooney to research and advise

6. **By Laws Consideration for Adoption** – Accepted as edited (4-0).
a. The committee discussed the Bylaws in detail with the Attorney. The attorney discussed all of the items as outlined in the committee’s bylaws.
   i. The purpose of bylaws
      1. Internal Governance & Proceedings
   ii. The duties of the committee
   iii. Officers
      1. Duties of chair person
   iv. Vice Chair assuming responsibilities when chair is absent
   v. Chairperson decides all questions of order
      1. Can be overridden by majority of committee members present
   vi. Meetings
   vii. Meeting minutes
   viii. Reports
   ix. Amendments to by-laws
      1. Amended by majority vote of the membership

7. CAE Candidate Status as of April 8,
a. Ad’s have been placed.
   i. Report on applicants: Total 32
      1. State of Georgia applicants – 13
      2. Out of State applicants – 17
      3. Other Candidates – 2

8. Legal Pool
a. Developing a system to classify the classification of the legal counsel.
   i. Assigning activity codes
   ii. More details at the next meeting

9. Charter
a. Report available at next meeting

10. Comments from the Chair
a. Attorney Daffner accepted his role as legal counsel as needed via the legal services pool concept
b. Developing milestones
c. Development of website
d. Working to solidify the office space for CAE and staff

11. Future Meeting Dates— The committee established the following dates for upcoming meetings:

   a. April 22, 2016
   b. May 13, 2016

12. Business Meeting Adjournment— The meeting was adjourned at 1:31 p.m.