

(Draft) Agenda: CC Meeting July 8, 2019, 6:30 pm, chez Co-op Community Room

Facilitator: Alec; Notes: Duija

- 1) Establish quorum; (read Consensus Statement?)
- 2) Read and approve CC meeting minutes of last meeting
- 3) New business?
- 4) APF/Contact items: None
- 5) Dialogue with Chloe Goodwin
- 6) Action items:
 - a) Manager:
 - i) Done: emailed Newsletter draft to Mishra (6/13, no reply yet)
 - ii) Done: set meet with Chloe
 - iii) Done: talk to John re bookkeeping position; Joan query on hours: 6.5-7
 - iv) Done: email Coordinators re their committee meeting
 - v) Done: draft safety protocols proposal
 - vi) Done: book community room
 - vii) In Progress: get ICA signed, collect W9s
 - viii) Not done: review facilitators (waiting on Mishra) and coordinators protocols update
 - ix) Not done: send Newsletter (dependent on Mishra)
 - b) Alec:
 - i) Done/Not Done: talk to Doug re building speaker stand boxes
 - c) Mishra:
 - i) Not Done: revise newsletter
 - ii) Not Done: tender draft Facilitator protocols
- 7) Manager report on other items:
 - a) Stats, trends, Financials
- 8) Review draft Safety Protocols; should we stock Rescue Remedy, Arnica, basic bandages?
- 9) Tracy absence, her appointment of Mishra to her positions, appointment policies?
- 10) Job title for what Tracy has been doing (Program Manager, Admin?); \$100 per month
- 11) What to do with incoming third-party requests to post (events, performances, classes, etc.)?
- 12) Coordinator Committee meeting update
- 13) For consensus:
 - a) Safety Protocols & first aid supplies, namely:
 - b) Job title for what Tracy has been doing (Program Manager, Admin?)
 - c) Appointment/substitute policies
 - d) Mishra as interim Program Manager?
- 14) Set next meeting date & place, facilitator, agenda items: