

Agenda: CC Meeting December 30, 2019, 6:30 pm, chez La Montañita Co-op Enclosed Eating Area

Facilitator: Vicki; Notes: Duija

1. Establish quorum; (read Consensus Statement?)
2. Read and approve minutes of last CC meeting
3. New business?
4. APF/Contact items:
5. Conversation with Ana: Facilitators, training, Scheduler – two months out, update F protocols
6. Action items:
 - a. Manager:
 - i. Done: Update Ana
 - ii. Done: Guest Facilitator Agreement
 - iii. Done: revisions to Coordinator job description
 - iv. Done: Special Event guidelines (on back of agenda)
 - v. Done: stats on attendance by Facilitator (emailed prior)
 - vi. (Pending) Done: Newsletter with schedule and guest F
 - vii. (Pending input) Done: Facilitator Protocols update
 - viii. Not Done (new): Guest Facilitator Protocols
 - ix. Not Done: update FB link
 - x. Not Done: Incidental Expense Policy
 - xi. Not done: Speak with engineers: Jason, Phyto
 - xii. In Progress: get ICA signed, collect W9s
 - xiii. In Progress: updated bylaws
 - b. Duija:
 - i. Done: (attempt to) Speak with Mishra
 - ii. Done: Ask Tracy to remove old FB page (moot if can merge)
7. Manager report on other items:
 - a. Stats, trends, Financials
8. Mishra resignation; Persten leaving
9. Appoint Ana as Scheduler
10. Suspend Facilitator training program pending full review?
11. Tracy role; invite to organize and facilitate Annual?
12. Annual meeting date & agenda; poll current CC on intentions
13. Updated Executive Director & Webmaster job description (in detail, then part out during travel)
14. Merge FB pages: Duija? Tracy – act of good will? (Person must be admin on both pages)
15. Updated Facilitator protocols discussion and draft initial review
16. Guest Facilitator protocols and contract
17. Newsletter: annual; CC running; CC call; Mishra & Persten thank-you; Scheduler Ana;
18. For consensus:
 - a. Updated Coordinator job description (deposit)
 - b. Ana appointed as Scheduler
 - c. Guest Facilitator protocols, pay, etc.
 - d. Guest Facilitator Agreement
 - e. Special Event guidelines
 - f. Annual meeting & 20-yr party Facilitator
19. Set next meeting date & place, facilitator, agenda items: