

ACTION AGENDA/MINUTES

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Today's Date: ____June 12, 2019____

Recorder: ____Project Coordinator____

Date/Time/Place of Next Meeting: September 11, 2019 11:30

| Agenda Item | Person Initiating | Summary of Discussion/Task List | Action Decision | Person to Follow-Up | Target Date Completion |
|--|---------------------|---------------------------------------|-----------------------------|------------------------------|------------------------|
| Welcome to CCYC | Coordinator | Gave handouts explaining CCYC purpose | | No follow up needed | Continuous |
| The importance of a Steering Committee | Coordinator/ Memers | Explain roles and responsibilities | | All Memberss and Coordinator | |
| Explanation of Quarterly meetings | Coordinator | Open | Continuous | | |
| All Committee Updates and discussions | Everyone | Open | Everyone | Everyone | |
| Enroll new members to Steering Committee | Coordinator | | Continue to recruit members | | Continuous |

Possible Agenda Items for Next Meeting

Planning for next meeting

Upcoming Community Events

General Counsel/Steering Committee meeting— June 12, 2019

Father's Day event— June 13, 2019

Ice cream hop 6/21

See Resource Table