

# Meeting minutes

<b>Title:</b>	
<b>Date:</b>	08/29/16
<b>Start time:</b>	4.35pm
<b>Venue:</b>	Living Room
<b>Chairperson:</b>	Melinda
<b>Minute taker:</b>	Chris

## Attendees:

Name
Jean
Lesley
Fiona
Chris
John
Melinda

## Review and accept previous minutes:

Discussion	Outcome
When writing minutes have action items clearly delineated	
Who will be contact with CommComm from ExComm	Chris will ask Loretia and Cheryl

## Discussion items:

Discussion and conclusions	Action item	Date	Person responsible
Treasurers report	Note that there is unspent funds from social (make sure we spend it) - Admin still lists us as paying foyer phone - Money for national cohousing		Jean will ensure it's changed Need to keep an eye on this

Brochure	400 Press Option- \$323.30 – Chris will put in an order <ul style="list-style-type: none"> <li>- Make an announcement at BOD meeting and ask people to take a couple each</li> <li>- Mailroom- \$200</li> <li>- Communications training- \$1000</li> <li>- Social - \$500</li> <li>- Neighbourhood outreach- \$300</li> <li>- Supplies \$100 (does this include post-it flip-chart paper)</li> <li>- Community Care and Support \$100</li> </ul>		Chris
Participation Agreement	Emergency contacts and Participation agreements- there is a folder for each in the office <ul style="list-style-type: none"> <li>- Each member of the CommComm will put their initials by 5 people who haven't signed something and ask them to sign it</li> <li>- Signed ones go in Patterson's cubby</li> </ul>		Each CommComm member
Newsletter	Produced twice a month <ul style="list-style-type: none"> <li>- Identified specific people and asked for news</li> <li>- Great to get two or three days reminder</li> </ul>		Lesley
Social Committee	Rob Zollman September 16th <ul style="list-style-type: none"> <li>- Ask for donations</li> </ul> Discussed Farewell for Charles		John P
Miscellaneous items	Noted that the declaration of condominium is not an accessible document, and that for future iterations of the participation agreement it may be removed.		
Check-Out			

**General business:**

<b>Agenda items for next meeting:</b>	
<b>Next meeting:</b>	26 September, 7:00pm