



*Alex Ortiz & Raphael Muniz, Co-Chairs*

**Membership/Finance Committee Agenda**

Friday, February 12, 2016

10:30 am – 11:30 am

*Burrough’s Community Center*

*2470 Fairfield Avenue, Bridgeport, CT*

*(203) 334-0293*

1. Moment of Silence
2. Welcome and Introductions
3. Co-Chair Announcements
4. Approval of the January 8, 2016 Minutes
5. New/Old Business
  - Review the Membership/Finance Committee Planning Council Activity Timeline (PCAT)
  - Continue to Review Scope of Work for Next Year
  - Manage Membership Application Process – we have 1 application where attendance requirements have been met.
  - Review PC Member Attendance
  - Analyze PC membership for Federal Reflectiveness Mandate
  - Review Planning Council Feedback/Feedback Form
  - Assist with Membership Recruitment Campaign
  - Grantee Report –
    1. Review Expenditures By Service Category

6. Unresolved Parking Lot Items

ITEM	STATUS
Refresh/Redesign the PC feedback form in the New Year	This was discussed at the Planning Council meeting on 1/8 and it was suggested that at this time we will take a break from feedback forms and investigate other ways to gather feedback information from our meetings.
Update PCAT with most recent numbers regarding our Reflectiveness from DPH each year.	Not yet started

7. Announcements
8. The next M/F meeting is February 12, 2016 from 10:30 am – 11:30am (Burrough’s Community Center).
9. Adjournment

All meetings are digitally recorded for the accuracy of the information presented. The actions of these recordings will fall within the policy approved by the Planning Council on June 12, 2015.