



*Raphael Muniz & Jackie Robertson, Co-Chairs*

**Membership/Finance Committee Agenda**

Friday, May 13, 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
  - Planning Council Co-Chair Nominations
4. Approval of the April 15, 2016 Minutes
5. New/Old Business
  - Review the Membership/Finance Committee Planning Council Activity Timeline (PCAT)
  - Manage Membership Application Process – We have one new application to review where the attendance requirements have been met.
  - Review PC Member Attendance
  - Analyze PC membership for Federal Reflectiveness Mandate
  - Assist with Membership Recruitment Campaign
  - New Planning Council Membership Training
  - Grantee Report
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. Staff created a feedback survey in Survey Monkey and this will be reviewed at today’s meeting. 4/15 – Staff will a copy out to all PC members before next month’s meeting. |

7. Announcements
8. The next M/F meeting is August 12<sup>th</sup>, 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.