

*Enter Day of Week, MM/DD/YYYY*

## CAC COMMUNITY MEETING

### MEETING TASK CHECK LIST:

| TIME  | TASK                   | OWNER   | HELPER      | CHECK |
|-------|------------------------|---------|-------------|-------|
| 9:15  | Member Tables & Chairs | Lloyd   | Becky       |       |
|       | Monitor & Laptop Setup | Lloyd   | Becky       |       |
|       | Owl Setup              | Lloyd   | Becky       |       |
| 9:30  | Guest Chairs Setup     | Richard | Amani/Josie |       |
| 9:45  | Zoom Meeting Started   | Lloyd   | Becky       |       |
|       | Final Testing          | Lloyd   | Becky       |       |
|       | Room Count/Zoom Count  | Becky   | Richard     |       |
| 10:00 | Start Meeting          | Debra   | Amani       |       |

### CHAIR CHECK LIST:

| TIME  | TASK                        |
|-------|-----------------------------|
| 9:45  | Greet Members & Guest       |
| 9:55  | Ensure Recording is Started |
| 10:00 | Start the Meeting           |

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## **AGENDA:**

- I. Chair Starts Meeting
  - A. Welcome & Member Introductions/Attendance Status  
[ ] Debra, *Chair* [ ] Amani [ ] Becky, *Website* [ ] Josie, *Recorder*  
[ ] Lloyd, *Zoom Tech* [ ] Richard [ ] Walter, *Resident List*
    - 1. Please refrain from any side conversations
    - 2. Save your questions to the end of each agenda item
    - 3. Joke or interesting quote (*optional*)
- II. Sub-District Manager Updates
  - A. Capital Projects
  - B. Maintenance/Work Order Updates
  - C. Facility Incidents or Concerns (*e.g. Viruses, Mail, Etc.*)
  - D. Financial Status Summary
  - E. Lifestyle Manager Updates
  - F. Questions?
- III. CAC Activities
  - A. Item One (*e.g. CAC Bylaws*)
  - B. Item Two
  - C. Sub-Committee Updates
    - 1. Invoice Review Sub-Committee (IRC)
    - 2. Bungalow Issues Sub-Committee (BIS)
    - 3. Program Advisory Sub-Committee (PAC)
  - E. Questions?
- IV. Other
- V. Adjourn