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## Steering Council Meeting Minutes

Meeting Date: Thursday, August 12, 2021

Meeting Time: 6:30 – 8:00 PM

Attendees: Dave, Kristen, Jeanette, Neal, Lyn, Beth, Sabrina, Mary C, Kate

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### Agenda Items:

1. New secretary (All) – suggestions for candidates, verify responsibilities  
ACTION: Beth has two members in mind and will ask each of them. If neither accepts, we will post to general rally.
2. Council meetings (Neal, Lyn) – format, voting members (secretary and treasurer are non-voting members), quorum requirements (51% of current council positions), procedure/owner(s) for posting agenda and meeting details, determining priorities, open vs. executive session topics.  
ACTION: Neal will post within next week the format we'll follow (modified Robert's Rules of Order), including who will request and compile agenda topics, post meeting notices/agendas/minutes, timeframes for these tasks, etc.
3. String trimmer purchase (Lyn) – voted and approved. Neal offered to investigate options and purchase. Dave suggested getting same brand as power drill/drivers being purchased for rebuild effort so batteries are compatible. Will wait to purchase trimmer until decision is made about drill-drivers.
4. Plot updates (Beth) – discussion about a potential abandoned plot  
ACTION: Kate knows member and will contact her for status.
5. Weather station (Neal) – council decided to power 24/7 rather than using timer that needs to be set, understanding that we may need to replace battery at some point due to age.
6. Service hours tracking/compliance (Lyn) – following suspension of service hour requirements last year, many members have failed to begin tracking (or even working) mandatory service hours again this year. Lyn is coordinating Admin team to restart regular monitoring and compliance activities by October. Jeanette asked to join team.
7. Rebuild project (All) – Durabed confirmed delivery in late Sept/early Oct. We need to identify tasks, owners, and schedule for plot rebuild, still targeting completion by March 1.  
ACTION: Small team will begin planning activities, pull in others as needed, and report back to full council. Planning Team: Kristen, Sabrina, Lyn, Dave, Beth.
8. General membership meeting and council elections (All) – target for full membership meeting and council elections is March-April 2022 (after renewals & new member orientation). Zoom meeting (October or November) to review plot rebuild plans with full membership will be scheduled at upcoming council meeting.