



*Raphael Muniz & Jackie Robertson, Co-Chairs*

**Membership/Finance Committee Agenda**

Friday, June 10, 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 May 13, 2016 Minutes
5. New/Old Business
  - Review the Membership/Finance Committee Planning Council Activity Timeline (PCAT)
  - Manage Membership Application Process – We have no new applications at this time
  - Assist in the Assessment of the Administrative Agency
  - Review PC Member Attendance
  - Analyze PC membership for Federal Reflectiveness Mandate
  - Assist with Membership Recruitment Campaign
  - 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. The updated feedback form was presented on 5/13 and updates were requested. Staff will make these changes and present this at the June meeting.

7. Announcements
8. The next M/F meeting is August 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.