

HHPNC Executive Committee Meeting Minutes
Thursday, June 21, 2018

AGENDA

A. Call to Order—7:01 PM

B. Participants

1. *Gavin Pierce—Stakeholder, who wants to get more involved and help with student homelessness.*
2. *Rocio Rivas—Chair*
3. *SuzAnn Brantner—First Vice President*
4. *Antonio Castillo-Second Vice President*
5. *Joan Potter—Treasurer*

C. Comments from the public on non-agenda items within the committee's jurisdiction (Limited to 5 minutes, maximum 1 minutes per speaker) *NONE*

ACTION ITEMS

1. (2 min.) Motion to adopt the agenda. *Joan P. moves; Antonio C. seconds; All in favor. Agenda adopted.*
2. (10 min.) Discussion and motion for the executive board to create an avenue for the entire council to have input to the revision of the HHPNC's 2018-2019 Administrative Packet. *J. Potter explains reason for input from committees on their budget needs/requests to help revise budget to reflect a realistic budget. Discussion ends with asking committees to submit a budget request plan by August/September to come up with goals and budget for rest of the year. Discussion will continue at next board meeting to inform board members.*
3. (10 min.) Discussion and possible action to create an online file storage account for agenda material. *Committee discussion focused on ways to store files/documents online for board members and public to access, such as google docs/drive, drop box or file sharing. Further discussion at next meeting.*
4. (15 min.) Discussion and possible action pertaining to Secretary position and alternate duties. *Committee discussed overall Secretary duties and ways to reduce/simplify some of the responsibilities/duties. Discussion touched on issues pertaining to items 3 and 5. Rocio R. will develop a checklist of the responsibilities and duties of secretary position in an easy to read manner.*
5. (15 min.) Discussion and possible action on changing the agenda formation process. *Discussion on revisiting agenda with examples of agendas from other NCs; committee will consider setting up an agenda protocol to set up a system but with an objective that not just one person does all the work.*
6. New Business—*None.*
7. Adjournment—8:17 PM