

C&T Meeting 10/06/2016

Agenda

- 1) Getting up to date on document requests & complaints
 - a. transferring requests/complaints to spreadsheet(s)
 1. Who does the transfers - requires access to info account.
 2. When do they make the transfers (e.g. every day, once a week...)
 3. Who's responsible for tracking/updating progress.
 - b. separate sheets for requests and complaints?
 - c. Response for items that are dealt with "indirectly" (say at a board meeting)
- 2) Election info on web site
 - a. post nomination forms (would mean that dates need to be set in early Aug.)
 - b. post candidate descriptions on web (once they're mailed)?
 - c. Put election forms and info on a protected page and email password to members who've signed up for emails?
- 3) Update the Welcome letter and Welcome packet