ACCG – Admin Work Group Meeting – February 12, 2024

ACTION ITEMS

1. Megan will host February GM (remotely), in Lisa’s absence.
2. Lisa will follow up with Michael Pickard to confirm he will facilitate Feb. GM.
3. Group agreed that the Round Table portion of GM agenda will now be in the “Pres & Disc.” Portion of the agenda to allow people to share comfortably; facilitator will also as those that would like to share to raise their hand in the Zoom screen, and do a “last call” at the end in case someone is unable to raise their hand virtually.
4. Richard will check back with the person who hesitated to share and get a little more feedback.
5. Chuck L. will facilitate March GM (in Pioneer).
6. Group recommended purchasing the 5-hour block of time from Level One to perform the two critical fixes on the ACCG website and the site health monitoring package billed annually at $199/yr.
7. Megan will complete an initial draft of the Workforce & Community Development survey sent by Michelle Wolfgang and send it along to AWG this Friday, 2/16 for review, with turnaround by 2/23.
8. Lisa will send Megan additional notes for the Admin position handbook
9. Megan will check with Michelle W. regarding the Project Support Solicitation program and whether ACCG could/should apply; Megan will fill out the app if Michelle believes it would be worthwhile.
10. Communication and Outreach Plan revisions moved to March AWG meeting. Richard

will check with M. Pickard to see if he is still willing to do the first review and edit to

“right size” the Plan.