



AGENDA
Policies & Procedures Committee (PPC) Meeting
November 15, 2017 from 4:00-6:00 pm
Ten Pin Building – 793 K St, Arcata

Facilitator: Leah

Outcomes:

- Approval of draft minutes from October 18 Policies & Procedures meeting
- Agreement on what confidentiality agreement the board is recommended to sign
- Understanding of next steps for implementing single memberships
- Understanding of future agenda items and hotlist items

	What	How	Who	Minutes	Time
1.	Welcome & Review	- Introductions - Check for changes to the agenda	- Leah	5	4:00-4:05
2.	Approve Minutes	- Ask for consensus on approval of the Oct. 18, 2017 minutes	- All	5	4:05-4:10
3.	Member Comments	- Members share topics not already on the agenda	- Anyone	5	4:10-4:15
4.	Confidentiality Agreement	- Review and discuss what confidentiality agreement the board should be signing	- Leah	15	4:15-4:30
5.	Unclaimed Equity Policies	- Discuss recommendations to update unclaimed equity policies.	- Melanie	55	4:30-5:25
6.	Hotlist Items	- Review and update current hotlist	- Leah	10	5:25-5:35
7.	Next Agenda Items	- Review potential agenda items for next meeting	- Leah	5	5:35-5:40

Next Meeting:

- December 20, 4:00 – 6:00pm at the Ten Pin Building