2.25.18 Meeting Notes

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| Agenda Topic | Action Items |
| Attorney Update - Barbara Zimmerman   * Bi-laws should be updated and complete | Mary C to seek updated copies from Barbara |
| Bookkeeper Update   * Judy Texiera has resigned * Mary Criquet is in possession of PRMWD files, laptop, sandwich board * Mary Criquet has   + completed approximately 1.25h bookkeeping in Judy’s absence   + Identified “Beth,” a strong candidate for our next bookkeeper. | Mary and Kristen to meet with Beth, consider hiring Beth at $36/h; approx an hour a week.  Kristen will remove Judy from Bank list of authorized signatures. |
| Customer/Member Contact List   * Multiple lists | Jude to update [here](https://docs.google.com/spreadsheets/d/1rBHPmE4pqsNulSaorst3wOnJoD2gaVBv0AqKVKQFSnY/edit#gid=1561721523) |
| Set Future Meetings   * February meeting delayed, to be set for March 14, 2018 (6-7pm) * May 16, 2018 General Meeting (6-7pm) * Aug 18, 2018 Picnic at Jim’s (TBD) * Nov 14, 2018 General Meeting (6-7pm) | Jude to draft email invitation  Jude to forward August Meeting minutes to members  Attempt to schedule third wednesdays, keep low key |
| March Meeting tentative agenda   1. Bi-law vote 2. Bookkeeper update 3. Announce Quarterly Meetings 4. Announce/reiterate late fee 5. Billing update    1. Bills will be sent during the last month of current billing cycle for the next quarter and due by day one of the new billing cycle. |  |
| Website   * Who does our website? | Jude to ask Mark Heydon |
| Monitoring Waiver | Jude to review monitoring files, ask Chris Peterson |
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