



## Agenda Statement

**File #:** 21-0309      **Version:** 1  
**Type:** Discussion Item      **Status:** Agenda Ready  
**File created:** 5/5/2021      **In control:** Parks and Recreation Commission  
**On agenda:** 6/8/2021      **Final action:**  
**Title:** Discussion Item: Approval of Meeting Minutes  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Commission Meeting Minutes Summary

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Discussion Item: Approval of Meeting Minutes

**SUBMITTED BY:** Anne Duhamel, PRCS Office Manager

### **FISCAL NOTES:**

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

### **RECOMMENDATION:**

Discuss and give feedback to Anne Duhamel, Office Manager PRCS.

### **SUMMARY STATEMENT:**

Anne Duhamel, Office Manager for PRCS created a plan on how to get into good standing on the Recreation Commission meeting minutes.

Please reference:

- Attachment P&R Meeting Minute Summary

Commission will give feedback on the number of meeting minutes per meeting to approve.

The goal is to be in good standing by 2022.

There are 18 meeting minutes outstanding as of 5/5/2021.