**I. Welcome & Introductions**

* Briefly welcome staff members
* Acknowledge any new staff or guests

**II. Review of Previous Meeting Minutes (3 minutes)**

* Quickly review and approve the minutes from the last meeting

**III. Governance Actions (10 minutes)**

* Hiring a maintenance person

**IV. Discussion Topics (20-30 minutes)**

* **Public Comment:** Allow members of the public to provide feedback or express their opinions on a proposed government action or policy
* **Open Forum:** Allow time for general discussion, questions, and suggestions from staff members

**V. Decision-making: (5 minutes)**

* Mail/Checks
* Board Comments

**VI. Adjournment**