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*Executive Committee—Pierre Diaz and Gwendolyn Ellis-Wilson, Co-Chairs*

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## **AGENDA**

Thursday, March 29, 2018 – 4:00 p.m.

1. Call to Order
2. Moment of Silent Reflection
3. Roll Call

- I. **Reading and approval of the minutes.**  
(Motion to approve is not necessary. The minutes are either approved as read or as corrected, but without a vote.)
- II. **Reports of Officers, Boards, Standing Committees.**  
(This includes correspondence, treasurer's report, etc. Treasurer's report is never adopted or voted upon unless it has been audited. )
- III. **Reports of Special Committees.**  
(Each report could conclude with a motion which the assembly must address.)

### **Committee Reports:**

- Community Access
- Membership and Nominations
- Quality Improvement & Strategic Planning
- Priorities, Allocations and Policies

- IV. **Special Orders.**  
(Any motion which was adopted as a Special Order which guarantees that the motion will be dealt with before the meeting is adjourned.)
- V. **Unfinished Business and General Orders.**  
(Any issue which was not concluded, was postponed, or was tabled during the prior meeting. The secretary's minutes should inform the chair which items to add to this section. Only a clueless chair would ask the assembly, 'Is there any unfinished business?')

### **Old Business:**

- VI. **New Business.**  
(This is when the chair and the parliamentarian can be surprised by the

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sequence of events. It is best to always anticipate issues the membership may present, or else be embarrassed by the complications. It is at this time that announcements, educational programs, and speakers are introduced.)

**P-CAT Items:**

- Executive Committee Meeting Support with Collaboration from Grantee's Office

**New Business:**

- Report on Monthly Monitoring Teleconference with HRSA Project Officer
- Review Planning Council Agenda

**VII. Adjournment.**

(A motion to adjourn may be made at any time of the meeting. The assembly should never be forced to meet longer than it is willing to meet.) 🪄

**Adjournment/Dates of Next Meetings:**

- Community Access, Wednesday, April 11<sup>th</sup>, 6:00 p.m.
- Membership & Nominations, Thursday, April 19<sup>th</sup>, 3:00 p.m.
- Quality Improvement/Strategic Planning-Thursday, April 19<sup>th</sup>, 4:00 p.m.
- Priorities, Allocations & Policies, Thursday, April 26<sup>th</sup>, 3:00 p.m.
- Executive, Thursday, April 26<sup>th</sup>, 4:00 p.m.
- Planning Council-Thursday, April 26<sup>th</sup>, 5:00 p.m.

Planning Council website: [ghrplanningcouncil.org](http://ghrplanningcouncil.org)