

Agenda

Continuity & Outreach Subcommittee Meeting Saturday, April 27, 2019 – 5:00 PM CMT

Albuquerque Convention Center
401 2nd St NW
Albuquerque, NM 87102
Room: Anasazi

1. **Welcome & Introductions** – Chris Young, Chair
2. **Roll Call**
3. **Approval of minutes from the last meeting** – March 11, 2019
4. **Review and approval of Charter**
5. **Liaison Updates** –from liaisons to and from each Membership Council
6. **Discussion on C&O Initiative Matrix**
 1. Will the proposed matrix work as a tool to capture membership council initiatives?
 2. Is there a better mechanism to capture and categorize items?
7. **Discussion on Initiative Chart**
 1. Living Document – items added to the matrix as they are identified.
 2. Clearing House – duplicate items warrant discussion to determine a consistent format and or implementation.
 3. Best Fit, Membership Council – duplicate items may warrant discussion on the best fit and assigning the item to a specific membership council to manage.
 4. S.M.A.R.T. all action items should be specific, measurable, attainable, realistic and timely.
8. **Round Table**
9. **Adjourn/Next meeting**

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