

ECS Building Council
Approved Meeting Minutes

Date and Time: 5/9/17, 8:15am

Location: VECS

Roles:

Facilitator: Melissa Goho

Minute Taker: Kristen MacLean

Time Keeper: Amy Oldfield

Members Present: Courtney Coyne, Dorothy DiAngelo, Melissa Goho, Lauri Lamb, Kristen MacLean, Amy Oldfield, ~~Amy Scata~~, Matt Mulvaney, Jenn Parkes, Colleen Saar, ~~Laura Thurston~~

#	Topic/Subject	Person Responsible (if not all)	Time Allotted	Purpose/ Proposed Action				
				For Info	Work Session	Make Recommendation	Assign Task	Make a Decision
Opening								
1	Welcome/Call to Order	April Minutes Approved						
2	Approve minutes of prior mtg dated:							
3	Review Agenda							
Guest(s) (if any)								
		Chris Marshall Nate Bowerman						
Old Business-For Discussion								
New Business								
	Emergency Management Plan	Chris Marshall and Nate Bowerman reviewed the Emergency Management Plan and Building Council members provided feedback. One of the topics that came up was the protocol around moving from a lock down to shelter in place.						

Closing		
11	Review Assigned Tasks (Action Items)	Next Meeting: 6/12/17 @ 3:40 PM Facilitator: M. Goho Minute Taker: K. MacLean Time Keeper: C. Coyne Agenda Items:
12	Set agenda and roles for next mtg.	

Future Meeting Dates: 6/12