

# MINUTES

## VIS Building Council

Date: February 11, 2019

Conference Room or Location of Meeting: Room 164

Time: 7:45 AM

### Roles:

Facilitator: N/A

Minutes: N/A

Time Keeper: N/A

Refreshments: N/A

**Members:** Gisela Armbruster, Michele Maloney, Anne Clark, Alison Sheridan, Erich Pasho, Ann Hitchcock, Julie Zajak, Sarah Beth Duhamel, Kelly Danks, Colleen Burrell, Nancy Iadanza, Kevin Swartz

		Minutes
#	Topic/Subject	
<b>Opening</b>		
1	Welcome	
2	Approve minutes of 00/00/00	
3	Review Agenda	
<b>Guest Presentation</b>		
4		
<b>Old Business</b>		
5		
<b>New Business</b>		
6	Note: This meeting was a working meeting for Building Council	

	Members. During this meeting, council members sorted and began to shelve the many boxes of donated books VIS has received as we look to begin a VIS Book Swap. The Book Swap concept is a primary goal of our council and connects with larger literary initiatives ongoing in our building.			
<b>Closing</b>				
7	Review Assigned Tasks	Minute Taker	2 min	
8	Set Agenda & Rolls For Next Mtg.	Facilitator	2 min	
9	Parking Lot Attendant	Facilitator	2 min	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
10	Round Table	All	4 min	

**Future Meeting Dates: List the dates of all meetings left to occur**