

**Planning Committee**  
**Committee Approved Meeting Minutes for December 3, 2016**

Meeting was held at the Pool Pavilion and commenced at 1:11 p.m.; in the Pool Pavilion.  
In attendance was Ben Salazar, Mike DeAngelis, John Cantley, and Carolyn Davenport

1. Minutes from November 5, 2016 meeting – DeAngelis made a motion to approve the minutes, Davenport seconded the motion and the Committee unanimously approved the minutes.
2. Review Strategic Plan Tracking Tool – Salazar presented the updated tracker tool and how the Committee members could access their portion of the tracker in the Box online collaboration tool. Salazar went into the file hierarchy that he set up for each Committee member. The final task that needs to be done is the summation dashboard, which Salazar is working on.
3. 5 year Plan Progress Updates – This topic is related to topic 2 in that Salazar demonstrated how the updates were to be input into the tracker. Salazar created updates to recent tasks that had progressed so that the Committee could do their updates in a similar way. The updates will become a regular agenda item.
4. Follow ups/Other – After reviewing Strategic Plan action items; the Committee adjusted the leads so that we could reduce the work load on Krimm. Davenport will assume the tracking responsibility for the Bistro, Reserve Study, and the Road Maintenance action items.
5. Adjournment: Davenport motioned to adjourn and DeAngelis seconded. The Committee adjourned at 2:01