

**First Walnut Creek Mutual
MASTER SUSTAINABILITY PLAN RESOURCE COMMITTEE**

Kick-Off Meeting Agenda

2PM 10/6/2021 Gateway Board Room

Welcome

Mary A. England, Jack Appleman, and Jean Autrey

Attendee Introductions

Please say a few words about your background, interest in the Committee

Committee Charter, Purpose, & Objectives

See attached Committee Charter unanimously approved by FWCM Board

Committee Meetings:

1. Times/dates for monthly committee meetings, preferences on calendar
2. In-Person vs. ZOOM meetings
3. Process for setting monthly agenda
4. Process for creating and distributing monthly meeting minutes
5. Topic or Task Group Meetings meet to work on Topic/Tasks as needed

Committee Participation Opportunities:

Individual task leaders needed for:

1. Creating monthly meeting minutes, documenting action items.
2. Liaisons to FWCM standing committees: Finance and Budget; Landscape
3. Technical support, IT training and ZOOM co-hosting and Surveys

Examples of Task Groups for data collection and analysis regarding:

1. Demographics & Trends of FWCM Members, Shareholders
2. Water supply, sewage, other uses, and safety
3. Energy use, trends, and safety in dwellings and common areas
4. Building structure, conditions, needs, and safety
5. Common FWCM facilities' trends and safety.
6. Financing options and resources for redevelopment and renewal projects
7. Professional Master Plan resources available

Discuss Proposed Meeting Operating Agreements or Ground Rules

1. Task Groups can meet as often as needed
2. All meetings need to document "Action Items," "Responsible Persons" and "Schedule"
3. All meeting participants agree to strive for consensus
4. Participants in meetings need to respect others' time constraints and STAY ON TOPIC
5. Hold up your hand to talk, and unmute yourself to talk on zoom.
6. Avoid Cross-talk, side-bars, talking over another person

Member Forum (Each speaker Has 3 minutes)

Word-Salad Exercise: Does the Committee Need a NEW Name?

Feedback on Meeting: Please fill out Feedback Form