

**Before you begin, please make a new copy to preserve a blank template. Then save in the minutes folder w/ monthyear.doc file name**

**Meeting Minutes – Area 53 Treatment Committee**

Date: 04/28/2021

**Details**

Start time: 6:33 pm

In attendance: Sam K., Danny P., Alison B., Jason M., Sandra P.

Do we have quorum (at least three members)? (yes/no): Yes

Secretary name: Danny P.

**Reports**

Secretary's report given (yes/no, who): No      *Copy uploaded? (yes/no): No*

Treasurer's report given (yes/no, who): No      *Copy uploaded? (yes/no): No*

**Old Business** (for any motions please indicate if it was seconded, who the first and second were, if it carried or failed, and how many were for or against)

- 1) Edited Policies and Procedures Manual. Megan made a motion to adopt Policy and Procedure Manual and embody all that it encompasses as our framework and guidelines for the functioning of this committee. Danny seconded. Passed unanimously.
- 2) Danny made a motion to meet in May: 5th, 15th, and the 19th. Jason seconded. Passed unanimously.
- 3) Megan motioned that Danny become the Bridging the Gap Coordinator. Alison seconded. Passed unanimously.

**New Business** (for any motions please indicate if it was seconded, who the first and second were, if it carried or failed, and how many were for or against)

- 1)
- 2)
- 3)

End time: 7:39 pm