

**HOLLIS-BROOKLINE COOP BUDGET COMMITTEE**

**Regular Meeting**

**Thursday, March 25, 2021**

Zoom Meeting Information:

<https://zoom.us/j/94115335689?pwd=azZiU0dkUkxoMHNtWkFnMkxhTHBaZz09>

Meeting ID: 941 1533 5689

Passcode: hR6b2L

**6:30p I. Call to Order**

- Agenda Adjustments
- Appointment of Meeting Observer
- Public Input

**6:35p II. General Business**

- Update on Grant Funding
- Overview of District Presentation
- Legislative Update

**8:05p III. Announcements**

**8:10p IV. Process Observer Readout**

**8:15p V. Adjournment**

### Meeting Observer Schedule:

Month	Process Observer/Time Keeper
Mar	Matt
Apr	Raul
May	Tom
Jun	Dave
Jul	n/a
Aug	Lorin
Sep	Cindy
Oct	Brian
Nov	Matt
Dec	Raul
Jan	Tom
Feb	Dave

### Meeting Norms

Start/End on time - unless an extension motion is made and passed, meeting ends at the stated adjournment time as posted in agenda

Attendance is expected at all regular meetings - Chair should be notified of absences, late arrivals, and early departures

Follow agenda - Chair will provide "draft" agenda for committee review no later than 3 days before scheduled meeting

All members' voices are heard

One person speaks at a time--no side conversations

Assume positive intent

Comments should be generally limited to the agenda topic under discussion

Everyone does their "homework" and comes prepared

Members who miss meetings are responsible for material missed

Participants are encouraged to use "Point-of-Order" request of the Chair for procedural challenges

### Correspondence Parameters

Public requests for information should be sent to the Chair and all BC members.

Correspondence received by the Chair and BC from the public will be shared publicly at the meeting subsequent to its receipt.

If documents that were previously made public are available to satisfy a request for information, that information will be made available as soon as practical.

Working files and draft documents are not required to be publicly disclosed per RSA 91:A