

Meeting Agenda - Minutes Worksheet

Team Name: Upton Affordable Housing Trust (hereinafter referred to as "the Trust")
 Meeting Purpose: General Business Meeting
 Chairman: Amanda Graham
 Date, Time, Location: Monday, 29 August 2016 // Upton Town Hall, Conference Room G07 // 6:00PM
 Meeting Number: #7-2016.08
 Members Present: Amanda Graham, Karen Itinarelli, Rich Whitehouse, Dick Desjardins, Gary Daugherty
 Minutes Status: Approved

Agenda Item / Topic	Presenter	Discussion / Conclusion	Action / Responsibility
Call Meeting to Order / Review the Agenda	Chairman	The meetings was called to order at 6:05 PM. The agenda was reviewed and approved.	Informational
Approval of Previous Meeting Minutes	Chairman	A motion was made to approve the minutes of meeting #6-2016.08. The motion was seconded. The motion was voted, the motion passed 5 – 0.	Rich will submit approved meeting minutes to the Town Clerk.
Habitat for Humanity Draft RFP Review	N/A	Trust members reviewed in detail and commented on the draft RFP prepared by Habitat.	Amanda will prepare a formal document markup for Habitat for the purpose of updating the RFP and redistributing to the Trust.
Other Topics Not Reasonably Anticipated	Chairman	None	Informational
Next Meeting Look Ahead <ul style="list-style-type: none"> • Location • Date & Time • Topics 	Chairman	The next meeting will take place in the Upton Town Hall, Conference Room G07. Monday, 26 September 2016 at 6:00PM. Review and discuss new information/status from Habitat and updated RFP if available.	Amanda will generate an agenda and reserve the conference room.
Adjourn the Meeting	Chairman	The meeting was adjourned at 7:20 PM.	Informational