# Memorandum

From: Colleen Kobe, Calumet Planning Commission Chair

To: Calumet Planning Commission

Date: March 3, 2021

Subject: Post-Meeting Action Items

During Village of Calumet Planning Commission meetings, sometimes action items come up that need to be addressed before the next meeting. In order to be sure that all Planning Commission members understand what is expected of them, and so they can be prepared for the next meeting, I am appointing someone to create an action item list. That person will keep notes during the meeting of the action items and distribute the list after the meeting.

Here is an example of an action item list. It can be typed or handwritten. If it is typed, make it an email to the PC and email it to everyone. If it is handwritten, scan it and attach it to an email. Or USPS mail it to the Planning Commission. The list must be delivered to the PC members within a week of the end of the meeting.

The final page of this memo shows the form uncompleted. You may use it if you wish for your action item list.

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| Calumet PC Action Item ListMeeting day and time: March 3, 2021, 5:30pmRecorded by: John Doe

|  |  |  |
| --- | --- | --- |
|  | Assigned to | Task |
| 1 | Hercule Poirot | Get up-to-date map of Calumet |
| 2 | Michael Scott | Follow up on Master Plan issues. |
| 3 | Leslie Knope | Do final pass-through of Ord 127 to look for typos. |
| 4 |  |  |
| 5 |  |  |

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Calumet Planning Commission Action Item List

Meeting day and time:

Recorded by:

|  |  |  |
| --- | --- | --- |
|  | Assigned to | Task |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
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| 10 |  |  |

Additional comments, if any.