

Hello TAC Members,

In order to facilitate our next discussion of our work plan, and to attempt to funnel our ideas and concerns more concretely toward actions the committee can take, I've attached a template to use when bringing ideas forward to the committee or a subcommittee.

Alyssa Penney has thoughtfully provided this template, adapted from use elsewhere in the city, and I think it will help us set direction and stay on course.

Anyone who has already submitted materials for discussion at our next meeting needn't feel compelled to revise them, but if I'd like to use this template--or a revised or alternate version if the committee prefers--going forward.

For our February meeting, Members are welcome to bring completed templates for as many action items as they wish, or we can use the template as a guideline to discuss proposed action items since I'm getting it out such a short time before the meeting.

We can also discuss the template.

Thank you,
Amanda