



ACTION ITEM LIST FOR BOARD OF DIRECTORS MEETING

Meeting Month: September 16, 2021

Location: The Gun Range

Time: 11:20 am-_____

This tool is to track action items from the AGENDA and allows the Board to focus on the details and what the next steps entail for the item. Board signature/date must be on each item as listed for confirmation of the Action taken.

ITEM #	TASK	OWNER(S)	DATE ASSIGNED	DUE DATE	STATUS	CONFIRMATION SIGNATURE/Date
Ia. Ib.	Consent Agenda Approval	David Kuhnen	9/16/2021	9/16/2021	Completed	
Ila.	Financial Report: May-August 2021	Virginia Sickel	9/16/2021	9/16/2021	Completed	
IVa.	Board Approved extension of 2022 Security Agreement with SPS/Watchmen w/ 5% increase \$276,960/ 24/7	David Kuhnen	9/16/2021	12/31/2021 Start Date on 1/1/2022	In process: updating the contract b. signatures will be obtained	
IVb.	Board Approved extension of 2022 Maintenance Agreement w/ Bissell Bros. \$97,125.60 (includes both porter services/landscape/beautification, street sweeping and graffiti removal.	David Kuhnen	9/16/2021	12/31/2021 Start Date on 1/1/2022	In process: updating the contract b. signatures will be obtained	
IVd.	Board Approved elected Vice Chair position taken by Seth Astle for the balance of 2021.	David Kuhnen	9/16/2021	9/16/2021	Completed.	
Va.	Approved Letter of support for the Community Garden in the Sac Metro Fire parcel.	Sam Wingard	9/16/2021	9/16/2021	In process: Sam needs to confirm letter and sign (send to grant writer)	

- #:** Number assigned to the action
- TASK:** Specific description of the task to be completed.
- OWNER:** Person responsible for making sure the action is completed by its due date; may be the person who does the work, but if not, oversees the work being done.
- DATE ASSIGNED:** By noting when an action was assigned, teams can see clearly how long it takes to complete.
- DUE DATE:** Date by which the item should be completed. *Note:* If the target date isn't met, leave the original date, then add a new entry in the "Due Date" column of the form "Rescheduled- [new date]." Use the status column to note why the due date was changed.
- STATUS/NOTES:** Place to put notes, if needed, to reflect any interim progress, issues, why the due date was rescheduled, etc. This column can be a good communication tool for action items in progress.
- DATE CLOSED:** Date the action item was completed.