



**FRIDAY, MARCH 12, 2021, 11:30 AM
MANCHESTER-COFFEE COUNTY CONFERENCE CENTER**

I. CALL TO ORDER

II. APPROVAL OF THE MINUTES

- **FEBRUARY 2021 MINUTES**

III. REPORTS

- **TREASURER'S REPORT**
- **CONFERENCE CENTER REPORT**

IV. OLD BUSINESS

- **APPROVAL OF REVIEWED DOCUMENTS**
 - i. MCCCC OPERATIONS MANUAL
 - ii. MCCCC INTERNAL CONTROLS
 - iii. WASTE WATER AGREEMENT & LOG
 - iv. MCCCC CLIENT CONTRACTS
 - v. MCCCC PAY PAL / EVENTBRITE ACCOUNT POLICY

V. NEW BUSINESS

- **ABSENTEEISM: CHAIRMAN LOWRY**
- **ELECTING VICE CHAIRMAN**
- **SCHEDULE WORK SESSION: BUDGETS FY 2022**
 - i. MCCCC OPERATIONS BUDGET
 - ii. PBA BUDGET
- **FORM BUSINESS DEVELOPMENT GRANT COMMITTEE**
- **PBA BY LAWS APPROVAL**
 - i. CREATING PUBLIC RELATIONS OFFICER
- **EMPLOYEE HANDBOOK APPROVAL**
 - i. TERMINATION POLICY & CHECKLIST
 - ii. INTEGRATED TECHNOLOGY (IT) POLICY
 - iii. PASSWORD POLICY—IMPLEMENTING LASTPASS
- **TEMPORARY LEAVE POLICY FOR NON-CITY SALARIED EMPLOYEES**

VI. ADJOURN