

2022 MCC Committee and Task Assignments Government Meetings

02/06/22 updates from retreat 02/05/22

Committee Assignments

	MCC Member	Claire	Gregg	Michelle	Len	Dan	Jill	Dave
Planning Review Committee	Claire Dave Jill	X					X	X
Quarry/Mirada Surf Master Plan Liaison	Len				X			
CDRC Liaison & Applicant Interviews w/Supervisor.	Claire	X						

Task Assignments

	MCC Member	Claire	Gregg	Michelle	Len	Dan	Jill	Dave
PO mail pickup	Jill, Claire	X					X	
Post paper agenda at Montara PO	Gregg		X					
Post paper agenda at Moss Beach PO	Claire	X						
Post paper agenda at El Granada PO	Dan					X		
Google MCC Distribution List	Dave Gregg Michelle		X	X				X
Transition Agenda Mailing List	Dave Michelle			X				X
Mailchimp Management	Michelle Gregg		X	X				
Facebook	Michelle			X				
Nextdoor	Dave Claire	X						X
HMB Review	Dave Gregg		X					X
Meeting room open/setup/close	Dan					X		
Zoom: run mtgs, schedule, manage account	Gregg Dave		X					X
Maintain MCC office at airport	Jill Dave						X	X
A/V equipment transport/setup (Hybrid mtgs)	Dan Dave					X		X
Meeting binder & printed materials	Jill						X	

Other Infrastructure & Support

		Claire	Gregg	Michelle	Len	Dan	Jill	Dave
I1	Ownership of MCC gmail acct. / maintain backup security contact info		X					X
I2	Institutional knowledge repository:		X					X
I2a	- What we've done in the past, and why		X					X
I2b	- Brown Act advice		X		X			X
I2c	- Keep a copy of all MCC documents and email for reference (<i>where, how, backup?</i>)		X					X
I3	Respond to incoming requests to MCC email as needed, sometimes with research.	X						X
I4	Post incoming events to website as needed	X	X	X				
I5	Subscribe to agendas for many county and regional bodies, scan and read as needed.		X					X
I6	Website Administration (<i>backup, restore, new/changed features, debugging</i>)		X					X
I7	Adopt-A-Highway			X				