

Planning for MCC Transitions

(Discussed at the October 26, 2022 MCC meeting)

Tasks performed by Dave Olson

- Post Agendas and Minutes to website, often creating blog post
- Post presentations to blog post (or to MCC Google Drive with link if larger than 20MB)
- Writes agenda posting for Nextdoor and HMB Review calendar
- Posts external agency events to website
- Follows Board of Supervisors, County Planning Commission, County Parks & Recreation, City of Half Moon Bay City Council & Planning Commission, RCD (on agenda mailing lists, look at staff reports, etc.)
- Member of Planning Committee (receive and receive plans, tree permits (with Claire & Jill))
- Check CDRC and Planning Commission Agendas for missed plan reviews
- Maintains agenda mailing list (google groups), but this is going away
- Maintains MCC email account, including checking spam folder for real messages (midcoastcommunitycouncil@gmail.com), and google drive, as well as calendar access for website calendar
- Run zoom meetings, manage MCC zoom email account

Tasks performed by Len Erickson (Secretary)

- Take & Write Minutes
- Follow and Coordinate with CalTrans
- Liaison to Fire Safe
- Liaison to DPW for transportation issues

Tasks performed by Michelle Weil (Treasurer)

- Handle County funds, annual funds report
- Update MCC Finance page
- Manage Newsletter
- Manage mailing list