

**PGDP Citizens Advisory Board
Executive Committee
Meeting Summary
September 21, 2004 * CAB Office**

CAB Members Present: Bill Tanner, Chair
Bobby Lee

Support Staff Present: Kim Crenshaw
Kendra Payne

The meeting was called to order at 2:00 p.m.

Agenda Items

- Review of September Board Meeting
- Budget
- Finalize Annual Planning Retreat
- Transition to 8(a) Small Business Contractor
- Workplan Updates/Reports
- Next Month's Agenda
 1. Review of October Board Meeting
 2. Budget
 3. Annual Planning Retreat Preparation
 4. Transition to 8(a) Contractor
 5. Workplan Updates/Reports
 6. Next Month's Agenda

The meeting adjourned at 3:15 p.m.

Action Items

Staff: Provide demographics matrix and phone interview questions for Board membership applicants in the October Board packets.

Staff: Send email inviting all Board members to attend the Membership Ad Hoc meeting.

Staff: Provide Citizens Advisory Board (CAB) 2003 goals and objectives at the Annual Planning Retreat.

Staff: Invite the CAB's new 8(a) Small Business Contractor to the Retreat.

Staff: Provide Jim Smart with the draft Annual Planning Retreat agenda for approval.

Staff: Issue invitation to the new Board members to attend the Annual Planning Retreat.