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| **Oak Creek Club Homeowners Association**  **Communications Committee Agenda**  **Wednesday October 11, 2023, @ 6:30 PM**  **Conference Call (Zoom)** | | | |
| **Topic:**  **Establish Committee Positions**  **Recap Task for 2023**  **Establish a plan for open items** | | | **Attendees:** Eric Winfield; Annette Joynes, Jason Edwards, Martine Payton, and Afiya Watkins  **Facilitators:** TBD  **Notetaker: Secretary.**  **Timekeeper: TBD** |
| **Meeting objectives:**  The committee should establish committee positions, discuss committee accomplishments, and establish a plan to complete all open items. | | | |
| **To prepare for this meeting, please:**   * Review the committee charter. Review planning session task. Brainstorm ways to complete the open task. | | | |
| **Schedule** [60 minutes] | | | |
| **Time** | **Minutes** | **Activity** | |
| 6:30 PM | 1 | **Welcome** | |
| 6:31 PM | 30 | **New Business:**   * **Discuss and Vote on Committee Positions** * **Discuss 2023 Committee accomplishments.** * **Discuss and prioritize open committee items.** | |
| 7:01 PM | 25 | **Resident Forum** | |
| 7:26 PM | 4 | **Adjournment** | |
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