

Hutchinson, Judy

From: Pang, Steve
Sent: Wednesday, June 6, 2018 10:59 AM
To: Bauer, Tom; Collado, Jackie; Minong, Rachele; Wong, Nettie; Butterfield, Jim; Choi, Hyunsook; Allana, Nurali; Calibo, Arlene; Coronel, Edgar; Lau, Elaine; Prisecar, Ludmila; Chung, Jia; Cassidy, Paul; Hutchinson, Judy; Lamson, Barbara; Harrison, Susan; Brewer, Roxanne; Domenici, Bob; Haun, Sam; Concha Thia, Mary Chries; Sosa, Chantal; Moreno, Priscilla; Celaya, Juanita Marie; Phemester, Janice
Cc: Blackwood, Kathy; Slater, Bernata; Wang, Na (Nicole); Roecks, Jan; Briones, Eloisa M.; Marquez, Michelle; CIAG
Subject: Planning for 2018-19 BAFOG and Fund 3 Task Force Meetings

Dear BAFOG and Fund 3 Task Force members:

Below is our 2018-19 tentative meeting schedule, this schedule follows our tradition to meet on the last Thursday of each month with the exception of winter break.

BAFOG 2018-19 Meeting Tentative Schedule				
<u>Month</u>	<u>WEEKDAY</u>	<u>DATE</u>	<u>BAFOG Board Room</u>	<u>Fund 3 Task Force Cypress Conf Room</u>
Jul-2018	Thursday	26-Jul-18	8:30 – 10:00 a.m.	10:00 - 11:30 a.m.
Aug-2018	Thursday	30-Aug-18	8:30 – 10:00 a.m.	10:00 - 11:30 a.m.
Sep-2018	Thursday	27-Sep-18	8:30 – 10:00 a.m.	10:00 - 11:30 a.m.
Oct-2018	Thursday	25-Oct-18	8:30 – 10:00 a.m.	10:00 - 11:30 a.m.
Nov-2018	Thursday	29-Nov-18	8:30 – 10:00 a.m.	10:00 - 11:30 a.m.
Dec-2018	No Meeting (Winter Break), communication by emails as needed			
Jan-2019	Thursday	31-Jan-19	8:30 – 10:00 a.m.	10:00 - 11:30 a.m.
Feb-2019	Thursday	28-Feb-19	8:30 – 10:00 a.m.	10:00 - 11:30 a.m.
Mar-2019	Thursday	28-Mar-19	8:30 – 10:00 a.m.	10:00 - 11:30 a.m.
Apr-2019	Thursday	25-Apr-19	8:30 – 10:00 a.m.	10:00 - 11:30 a.m.
May-2019	Thursday	30-May-19	8:30 – 10:00 a.m.	10:00 - 11:30 a.m.
Jun-2019	Thursday	27-Jun-19	8:30 – 10:00 a.m.	10:00 - 11:30 a.m.

Action items:

1. Please review the above tentative schedule and share any idea that you might have about the meetings' s venue, dates and time, length of each meeting and frequency in the table below:

Venue	
Date/time	
Length	
Frequency	

Your input is important in making sure that our efforts and time spent on meetings yield intended outcomes. If you have an agenda item, an idea or an issue to resolve, please forward it to us ahead of time with materials or information that you want to share at the meetings.

Here are a few examples of agenda item:

- Information sharing (e.g. State budget announcements; Important dates reminders; changes in current laws, codes and regulations).
 - Review/update current policies and procedures as business environment changes.
 - Problem solving (e.g. conflicts among business processes; delays; communication issues).
 - Recurring business process status update (e.g. budgets, financial closings, audits).
 - New business process implementation status update (e.g. Banner 9, Bank Mobile).
 - Exploring new or innovative ideas for business process enhancement/improvement.
2. If there were any recent changes of staff in your team, please let me know so I could update our member's lists.
 3. Your response by June 13 or sooner would be much appreciated to allow for reservation of meeting rooms.

Thank you!

A handwritten signature in cursive script that reads "Steve".