



GOVERNMENT OF THE DISTRICT OF COLUMBIA

Dupont Circle Advisory Neighborhood Commission 2B

Administrative and Personnel Meeting Agenda

Thursday, May 4th, 2023; 7:00 p.m.

Online via Zoom – <https://bit.ly/ANC2BMay2023Administrative>

- 7:00 pm I. **Call to Order (Meg Roggensack, Chair)**
 a. Adoption of the agenda
- 7:05 pm II. **Administrative Meeting (60 mins)**
 a. Bylaws and policies and procedures (45 mins)
 i. Roles of officers
 ii. Creation of additional working groups or task forces
 iii. Commission as a whole / drafting agendas and resolutions
 iv. Meeting rules
 v. Process to revise the bylaws and Policies and Procedures Manual
 b. External communications and engagement (15 mins)
 i. Clarification of newsletter process and procedure for review and publication
 ii. Community engagement activities over next several months
- 8:05 pm III. **Personnel Meeting (Closed Session) (25 mins)**
- 8:30 pm IV. **Adjournment**
 a. Next Meeting: Wednesday, May 10th, 2023 at 7:00 pm
 Location: To Be Determined