

# FACT Meeting

March 6, 2017

9:30 a.m. – 11:30 a.m.

40 Douglas Drive, Martinez, CA  
Conference Room 208



## AGENDA

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| <b>9:30 – 9:35</b>   | <b>Call to Order</b>  |
| <b>9:35 – 9:40</b>   | <b>Review and Accept the Minutes (February 6, 2016)</b>   |
| <b>9:40 – 9:50</b>   | <b>Informational Items</b> <ul style="list-style-type: none"><li>• <b>FACT fiscal status</b></li><li>• <b>Committee Appointments/Vacancies</b></li><li>• <b>RFP status</b></li><li>• <b>Calendar review</b></li></ul>   |
| <b>9:50 - 10:35</b>  | <b>RFP Review Training</b>  |
| <b>10:35 – 10:45</b> | <b>FACT Committee Discussion &amp; Action Items</b> <ul style="list-style-type: none"><li>• <b>Funds Development</b></li><li>• <b>Donor Database &amp; Reporting</b></li><li>• <b>FACT Member Duties &amp; Responsibilities</b></li><li>• <b>Committee Education Requests</b></li></ul> |
| <b>10:45 – 11:05</b> | <b>FACT Workgroup Report Outs</b> <ul style="list-style-type: none"><li>• <b>Funds Development</b></li><li>• <b>Donor Database &amp; Reporting</b></li></ul>  |
| <b>11:05 – 11:30</b> | <b>Discussion/ Announcements/ Public Comment</b>  |
| <b>11:30</b>         | <b>Adjourn</b>  |

- Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the FACT Committee to a majority of the members of the committee less than **96 hours prior** to that meeting are available for public inspection at 40 Douglas Drive Martinez, CA 94553 during normal business hours.
- The FACT Committee will provide reasonable accommodations for persons with disabilities planning to participate in the FACT meetings who contact Juliana Mondragon at least **48 hours before** the meeting at 925.313.1696.