

# **Federation of Community Councils**

## **Manager's Report**

**September 15, 2021**

### **Recording of Zoom Council Meetings**

If you decide to record your community council meeting, you need to tell the attendees that it is being recorded. We are only going to keep recordings of council meetings for one week, so download them soon after your meeting. After a week, we will be erasing the recordings in order to reduce our storage costs (they are BIG computer files!)

### **Leave Schedules**

Jean is planning a trip out of state from September 27<sup>th</sup> through October 5<sup>th</sup>. Mark is planning to go out of state from October 7<sup>th</sup> through October 19<sup>th</sup>. One of us will be in the office each working day.

### **Check Your Mail Before Your Meetings**

Before your meetings, be sure to call the Center to check if you have any mail in the Councils Mailbox.

**Thanks!**

***Mark Butler***

**Manager**

**Community Councils Center**

**CL/TEXT 240-3868**