

ORGANIZATION: Howes House Space Needs Committee

DATE: Tuesday, October 1st

TIME: 10:00am

LOCATION: Up-Island Council on Aging (Howes House)- Sun Room

PURPOSE: Assess and Report Space Needs of Howes House

REQUESTED BY: Michael Colaneri, Chair

ALL MEETING NOTICES MUST BE FILED AND TIME STAMPED IN THE TOWN CLERK'S OFFICE AND POSTED ON THE MUNICIPAL BULLETIN BOARD 48 HOURS PRIOR TO THE MEETING. (in accordance with Chapter 303 Acts of 1975)

AGENDA

- **Approval of Draft Minutes of September 17, 2019 & September 24, 2019**
- **New/Old Business**
 - Distribution of West Tisbury Historic District By-Laws
 - Review of Rules and Regulations of Howes House
 - Discussion of type of space needs (i.e.) office space, programing space, storage, open floor space)
 - Review of 7 year record retention policy
 - Evaluation of present use and programs and future space needed to serve those programs
 - Any surveys that may need to be done and possible questions for the survey
 - Determine future needs for programs and the space needed for such programs
 - Goals to be completed for final report of the committee
- **Any items not reasonably anticipated by the chairperson**
- **Public comments**
- **Schedule next meeting**