***Community Improvement Committee***

***January 32, 2026, 6:00 PM***

**Meeting Minutes**

**Attending in Person:**

*Firstname Lastname* (chair)

*Firstname Lastname* (vice chair) list all others alphabetically by surname

*Firstname Lastname*

*Firstname Lastname….*

**Attending Remotely (with permission):**

*Firstname Lastname*

*Firstname Lastname….*

**Excused, per Bylaws § VI(C):**

*Firstname Lastname*

*Firstname Lastname….*

**Absent:**

*Firstname Lastname*

*Firstname Lastname….*

**Guest Speakers:**

*Firstname Lastname* (a member of our community)

*Firstname Lastname* (representing Wildflower Bistro)

*Firstname Lastname (representing State Senator Kimberly Forsyth)*

*Firstname Lastname (representing State Assemblymember Robert Clark)*

*New York City Councilmember Firstname Lastname appearing personally*

*Manhattan District Attorney Firstname Lastname appearing personally…*

**Committee Business:**

**Item #1:** *subject-matter* [may be copied straight from the agenda]

Concisely summarize the discussion, including basic pro and con arguments. If an invited guest makes a presentation, recap the key points.

● Keep in mind that if the committee votes for a resolution, then this writeup should help board members who were not at the committee meeting, by answering “What should I know to cast an informed vote about this resolution?”

● If helpful, add context or background information about the topic.

● Name guest speakers, but do not name board members (just write, for instance, *a question was raised*, or *an objection was made, that.…*

If a vote on a resolution is taken, then write: A resolution calling for [briefly encapsulate the RESOLVED clause(s)] **passed** | **failed** by:

# in favor. # opposed. # abstained. # not entitled.

**Item #2** ….

**Chair’s Report**

Summarize the Chair’s Report or, if waived, write “**Waived**.”

**Old/New Business**

Summarize any old and new business. If neither is raised, write “**None**.”

Minutes by: *Firstname Lastname*

**Guidance**:

■ Minutes should be drafted in time for the next Full Board meeting so that Board members can quickly familiarize themselves with the issues underlying the resolutions and discussions.

n The aim of committee minutes is to synopsize the committee meeting so that the essential points can be garnered quickly without need to rely on the video. Therefore the minutes should not resemble a chronologic blow-by-blow. For clarity, use full sentences rather than sentence fragments.

n To make the minutes most readily searchable by a search engine, please spell out names, locations, titles, etcetera, the first time they’re mentioned. When appropriate, add a parenthetical to show the associated abbreviation. Do not use periods within abbreviations – write NYPD, not N.Y.P.D. Use ordinal indicators such as 1st or 5th as appropriate. So:

*1 East 25th Street*

*200th Police Precinct (NYPD)*

*New York City Police Department (NYPD)*

*New York City Department of Parks and Recreation (DPR)*

*New York City Department of Sanitation (DSNY)*

n Use non-gendered titles when possible:

New York City Councilmember Dorota Shawn

Police Officer Cristal Tapani

Firefighter Anto Boyd

Assemblymember Marta Gunderson

n Under the Guest Speakers heading, if an elected official, rather than being represented by a member of her staff appears personally whether in person or on video, suffix her name with “appearing personally.” This way when a researcher queries our records, he can distinguish between when the official is merely mentioned and when she is actually present.