



Special Events Committee Meeting Agenda

April 14th, 2022
8:30 AM – 10:00 AM

Location: **Virtual (Via Microsoft Teams)**

1. Call to Order
2. Communications - Written and Oral

Note: Three-minute limit per person or five minutes if representing the official position of a recognized organization. Maximum of three persons are permitted to speak on each side of any one topic.

3. Approval of Agenda
4. Approval of Minutes

- * 3/10/2022 Meeting

5. Committee Reports:

- * Routing Sub-Committee

6. Old Business:

- * **Tabled Events:** N/A

7. New Business:

- * **Application of Intent:**
- * **Event's Organizers Presentations**
- * **Post Event Evaluations:** N/A
- * **Discuss each department's role and steps for organizers**
- * **Input on hosting a SEC retreat**
- * **Comments/ Follow-up**

8. Next Meeting: May 12th, 2022

9. Adjournment

Chair: Susan Freeburg (425) 452-4278

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Staff: Imane Elmesbahi (425) 452-7928

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Microsoft Teams meeting

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