

Notes from the Elizabeth Lofts Safety Committee held on Tuesday, January 9, 2018.

PRESENT: Paul Roelofs, Elizabeth Lofts Board Member  
Bob Garsha, committee member  
Teresa Jankus, committee member  
Eric Lipanovich, committee member

ABSENT: Janice Cooper, committee member

#### NOTES

Meeting called to order at 4:00 pm.

Bob suggested a video on our new website (animated) to show people how to shut off water and gas in their units. Eric said that at PDNC Emergency Preparedness meeting that there are local students who create videos for these types of purposes.

Agreed deliverables in the short term:

- Prepare for a presentation to the Board – this will lead to other deliverables we wish to create in the short term, e.g. updated Emergency Procedure Plan and Resource Manual, Preparedness pamphlet, etc.

Next steps:

- Tracy will take a first pass at a framework for the presentation to the Board and share via email with the Committee Members. The Committee will iterate it via email, if possible, and meet to finalize it before presenting it to the Board.
- Ideally, we will email it to the Board before any meeting is scheduled, in case no meeting is required before we present it/some version of it at an open Board/HOA meeting.

Meeting adjourned at approximately 4:55 pm.