



Attendees: Shukimba Carlis, Chelsea Harris, Sally Heredia , Janelle Fisher

Meeting started at approximately 01/24/21 at 10:45am

Meeting at approximately 1:00pm

1. Sally Heredia agreed to submit request for time off for one month union leave starting 02/08/21 tomorrow 01/25/21
2. Sally Heredia agreed to create an action plan for what she is going to do on half time union leave next month on 2/6/21 including but not limited to the following:
 - a. Complete Quickbooks training from Fagan & Fagan
 - b. Resolve IRS issues
 - c. Read black binder obtained from Yok Choi
 - d. Clean Treasurer's office in Burbank
 - e. Read documents in external hard drive
 - f. Gain access as administrator to Zoom account
 - g. Gain online access to all of our checking accounts
3. Sally Heredia verbally discussed many of the items that she plans to complete during her union leave next month.