

## DRC MEETING NOTES

<b>Date:</b> May 28, 20204	<b>Meeting Type:</b> Regular Design Review Committee Meeting	
<b>Called to Order:</b> 2:02 PM	<b>Note taker:</b> Erin Nelson	<b>Attendees:</b> Erin Nelson, Jennifer Davila, Janet Slowman-Chee
<b>NOTES</b>		
<b>I. Approval of May 14th Notes</b>	Held until next meeting	
<b>II. Update on UDB UEI number</b>	Janet is collecting information including documentation confirming the address. Erin can assist Janet in person on SAM.gov once all the documents are ready.	
<b>III. Recruiting for Project Manager Position</b>	<p>We are posting the position again, without a deadline for applications. We will post “until the position is filled”.</p> <p>Erin will send the job posting to Janet again, and the information should be circulated widely.</p>	
<b>IV. Posting of Fire Suppression/ Engineer/ Professional Services</b>	Members on the call agreed that we should issue an RFP for professional services asap. We do not want to wait for a project manager, as that could delay the process even further. Jen asked Erin to follow up on the Cultural Capital Grant (RE: can it be extended? Can we use it on professional services? Will we lose it?).	
<b>V. Meeting Adjourned</b>	2:15 PM	
<b>VI.</b>		
<b>Action Items</b>	Erin Nelson	Follow up on Cultural Capital Grant
	Erin Nelson	Re-post Project Manager Role
	Erin Nelson	Draft RFP for Professional Services
<b>Date of Next Meeting:</b>	Tentative: Tuesday, June 4, 2024 at 2PM - unless Janet is available in-person at another time.	