

**Lincoln Avenue SSA #35**  
**\*\*Special Meeting\*\* Minutes DRAFT**  
**January 23, 2008**

**Present:** Patel, Quartana, Sanchez, Keegan  
**LPCC Staff:** Gallagher, Schilf

**Call to Order**

- I. The meeting was called to order at 8:40 a.m. by Keegan

**Public Forum** - None

**New Business**

- II. Quorum
  - a. Gallagher included a handout of the current by laws regarding quorum and the draft by laws that would lower the quorum to three commissioners.

Motion to approve a change in quorum from four commissioners to three commissioners. Motion seconded. Unanimously approved.

- III. Meeting Communication
  - a. Gallagher provided a draft meeting communication plan which had been suggested by the DPD. She noted that this was not a permanent change to the by laws, just an agreement among the current commissioners on how they would communicate regarding meetings.
  - b. Patel noted that the absence portion of the agreement was much stricter than the by laws allowed and confirmed he would agree to this if all other commissioners would as well.
  - c. All commissioners stressed the importance of clear communication and the respect of everyone's time as volunteers.
  - d. The draft meeting schedule was also reviewed by the commission.

Motion to approve the proposed communication plan regarding meeting notices and attendance. Motion seconded. Unanimously approved.

Motion to approve the draft 2008 meeting schedule. Motion seconded. Unanimously approved.

**Meeting Adjournment**

Motion to adjourn meeting at 9:30 a.m. by Keegan. Motion seconded. Unanimously approved.

**Next Meeting:**

**Wednesday, February 13, 2008 at the offices of Chicago Property Professionals 2626 N. Lincoln**

*Minutes respectfully submitted by Sarah Gallagher.*