**T****own of Canandaigua**

**ZOOM MEETING INFORMATION:**

Please register in advance of this meeting using the following link:

<https://us02web.zoom.us/meeting/register/tZYqc-GtqTotH92PBu15q7_hCirh9kEvA6VV>

After registering, you will receive a confirmation email containing information about joining the meeting.

*Please be aware all participants will be muted upon entry to the meeting and will only be able to speak after being acknowledged. Participants should use the “raise hand” feature or the chat box to request to speak. No screen sharing will be permitted. All meetings are recorded. Individuals will be removed from the meeting for inappropriate behavior.*

**Community Advisory Panel**

**Minutes**

**January 7, 2025**

**Onnalinda Room –**

**5:30pm – 6:30pm**

1. **Attendance and Welcoming of Any Guests**
2. **Recap Last Meeting**

* Review action items from last month’s meeting
* Approve the minutes

1. **Review Survey Results**
   * Present and review the survey results
2. **Next Steps**
   * Brainstorm ways to incorporate survey results into future CAP activities
   * Include survey results in newsletter
   * Upload survey results to website
3. **Report to the Town Boar**
   * Brainstorm additional content for report to Town Board on 01/27/2025
4. **Review of Action Items**
   * Summarize action items and responsibilities assigned during the meeting
   * Create timelines and follow-up procedures to ensure progress and accountability
5. **Schedule Next Meeting**
6. **Adjournment**