

To: CCCWG Chair Lucey  
From: Membership Committee Co-Chairs Commissioners Smith and Peterson  
Date: June 13, 2026  
RE: CCCWG Membership Committee June 2026 Report

The Committee met on June 13, at 12pm; quorum was established. The committee reviewed Bylaws Article VI, Section 2, Item 2 to confirm the responsibilities of the Membership Committee and accepted the responsibilities.

Committee members identified these priorities: 1) delegate responsibility for member attendance recordkeeping and referral of attendance violations to Executive Committee, 2) delegate responsibility for commission directory maintenance, 3) clarify which body conducts applicant interviews, 4) create a robust onboarding process. The committee discussed former Membership Chair Briscoe's recommendation to have the Commission, instead of this committee, interview the applicants; the committee will continue to confirm receipt of applications with applicants via email with invitation to attend the next regular Commission meeting, track applicant meeting attendance, and check applications for completion and accuracy, prior to Commission interview.

The committee agreed that a Brown Act training, in person, for the Commission to receive together, as a whole body.

Commissioners Smith and Peterson were elected as Membership Committee Co-Chairs. Co-Chairs Smith and Peterson will schedule and notice the next meeting, in accordance with our Bylaws and the Brown Act.

Action Items directed by Committee:

- Commissioner Smith to assume responsibility of meeting attendance or both Commissioners and applicants
- Commissioner Peterson to assume responsibility of Commission directory upkeep
- Commissioner Lucey to facilitate inclusion of past commission events/programs/initiatives into the previously presented Chair's Level-Set for Commissioners presentation to be used for onboarding.
- Co-Chairs Smith and Peterson to schedule and notice the next committee meeting, in accordance to our Bylaws and the Brown Act.

Recommendation to the Commission:

Move for the Commission to authorize the committee to coordinate a Brown Act training for the Commission to receive together,

Move to approve Vice Chair Allen, as keeper of the Commission's historical data, per the Bylaws, to create 3-5 slides on the Commission's most impactful events, programs, and initiatives since its creation.