1. CALL TO ORDER
The Space Planning Sub-Committee Meeting was called to order on Thursday, February 4, 2016 at 6:01 p.m. at the Grange Hall.

2. Attendance
Space Planning Sub-Committee attendance:  Erik Dill, Roy Parker, Chuck Smith, Edward Blaschik and Craig Mansfield.

Other(s):  Ruth Ziobron-Recording Secretary.

3. Review questionnaire and cover letter
The sub-committee reviewed and edited a Space Needs Assessment Questionnaire and cover letter. They will be sent to department heads tomorrow.

4. Adjournment
The subcommittee adjourned at 6:45 p.m.

Respectfully submitted;

Erik Dill
Secretary