



**TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - MEMO SUMMARY**

<b>DATE:</b> December 12, 2024	<b>ITEM NO.</b>	<b>SUBJECT:</b> Consider Dates for Training, Retreat, Joint Potluck
<b>Presented by:</b>  Town Administrator Dawn Collins		

**Background**

At the start of the year, with new officials, staff suggests the Board begin with a retreat to consider the direction of the town leadership.

Additionally, staff suggests a training date for officials – with each body or combined - once new appointments are confirmed.

Lastly, as directed by the Board in 2024, a joint potluck is scheduled for all officials and significant other early in the year to kick off getting to know each other for a successful year.

Staff has identified the following available dates of the town hall and noted recommended dates/function (\*) –

January 2, Thursday evening		
January 3*, 10, 17*, 24 - Friday AM	..	<i>1/3 training; 1/17 retreat</i>
January 8*, Wednesday evening	..	<i>1/8 potluck</i>
January 21, Tuesday evening		
January 22, Wednesday evening		