

**COSSA BOARD MEETING**  
**Submitted by Jose Chavez**

**December 16, 2024**

**1. FACILITY PROJECTS**

- Take control of weeds
  - Weeds all around the premises have been cut and sprayed. Just need to keep it maintained.
- Dust everything
  - Dusting buildings throughout the year.
- Clean all windows
  - Windows and door windows will try to be maintained weekly.
- Parking Lot
  - Will try to maintain the parking lot from debris weekly.
- Need Fire alarm horns for outside of the building
- AC for room 107 waiting for the unit to come in to be installed.

**2. MAJOR EQUIPMENT**

- Nothing to report

**3. SAFTY & SECURITY**

- Fire alarm horns needed outside of the building. Needed for safety, waiting to install.
- Looking at how to continue making our facility safer for our students, staff and guests.

**4. UPCOMING PROJECTS**

- Nothing to report