

**CHEESMAN TOWER WEST  
BOARD SPECIAL MEETING MINUTES  
October 5, 2011**

**Presiding:** Margie Keenan, President

**Board members present:** Denise Wood, Vice President  
Barbara Creek, Treasurer  
Elspeth MacHattie, Secretary  
Donna Bryant, Member at Large  
Hall Skeen, Member at Large

Margie Keenan called the meeting to order at 6:30 p.m.

**DISCUSSION OF EMERGENCY ACTION PLAN**

The Board discussed the most recent draft of the CTW Emergency Action Plan. The city requires us to have such a plan, and as outlined by the city, the plan has two functions: (1) to demonstrate to the Denver Fire Department that the building is prepared for emergencies, and (2) to provide residents with action guidelines for emergencies ranging from fires to tornadoes to power outages. This twofold approach, however, meant that some important guidelines were buried in descriptions of building systems. The Board members decided that it was probably not necessary to follow the organization of the city's sample plan exactly, and we worked on reorganizing the contents to focus on the safety information needed by building occupants. The other information and explanations will be placed elsewhere in the document. Once this change is made, the plan will be submitted to the Fire Department for approval.

**ADJOURNMENT**

The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Elspeth MacHattie,  
Secretary