

**PC4A Biweekly Meeting**  
**May 7, 2025 at 3:00 PM**  
**Agenda**

**Previous Meeting Actions**

1. Approval of minutes from April 23, 2025 meeting.

**Announcements/Updates**

1. **Invoice Reminders**
  - a. Partners are reminded to please submit invoices by May 10, 2025. All documentation should be included in one PDF.
2. **Website Updates**
  - a. The PM is currently working on updates to the activities and other pages of the website, which are expected to go live by the end of the week. Partners are kindly reminded to regularly share their activities and work so we can highlight them on our website and SM channels.
3. **Quarter Two Newsletter**
  - a. The Quarter Two newsletter will be published by the end of the month. Partners will be contacted for a complete list of upcoming summer events to be included.
4. **No-Cost Extension and Possible Y4 SoW/Budget**
  - a. The PI has inquired about the status of the submitted NCE and it is still pending. If we receive official approval, we will immediately ask all continuing partners to submit Y4 SoW and Budget like we have done in the past. Please be prepared to promptly respond to that expected request.
5. **Summer Monthly Meeting Schedule**
  - a. Partners will be asked to share their availability for summer monthly meetings.
6. **PC4A Partner Updates**