**Meeting Date:**

**Due Date: *2-3 weeks prior to meeting***

**Send Package By: *1 week prior to meeting***

* **Package Sent:**

**🞎 Yes 🞎 No**

* **Date Sent:**

**Quorum** (Majority of the number of directors) **is met:** **🞎** Yes **🞎** No

**Minute Taker:** (Name) **🞎** CalendarInvite **🞎** Agenda

**Book the venue/common area:**  (Name & Contact info of the caretaker)

**Agenda Confirmed:** 🞎 Yes 🞎 No

**Minutes:** (Previous Meeting Minutes) **Extra Minutes:**

**Committee Reports:**

|  |  |  |
| --- | --- | --- |
|  | 🞎 Yes | 🞎 Nothing to report at the moment |

**Managers’ Report:**

|  |  |  |
| --- | --- | --- |
|  | 🞎 Yes | 🞎 Nothing to report at the moment |
| **Financials** (Provided by) | 🞎 Yes | 🞎 No  | 🞎 Monthly  | 🞎 Quarterly | 🞎 RRA |

Order of the financials are Quarterly Report, Balance Statement, Income Statement

|  |  |  |  |
| --- | --- | --- | --- |
| **Send Meeting Notes to Staff** | **🞎 Yes** | **Date** |  |

**Date Sent:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Directors | Names | Invite Sent | Emailed | Attending | Hard Copy given | Attended |
| Director 1 | ✓ | ✓ | ✓ | ✓ | ✓ |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Staff/Guests  | Guest 1 | ✓ | ✓ | ✓ | ✓ | ✓ |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**🞎 Ready for Meeting**