MEETING PREPARATION REQUEST FORM

TYPE OF MEETING: **ASSOCIATION:**

RESERVATIONS

Location: _____   Guest Count: _____

Requested Date:

Contact: _____ | _____
             First   *Last*   *Contact Info*

Reserved By: _____   Date:

Special Instructions:

MAILERS

Mail By: Quorum: _____

    *Rush Fee applies if less than 3 business days   *For Election or Voting Notices*

To be included:

☐ Meeting Notice ☐ Agenda   ☐ Proxy   ☐ Cover Letter
☐ Prev. Minutes   ☐ Annual Budget   ☐ Other:

Order Signs?   Yes   Amount:
             No

Special Instructions:

MEETING DOCUMENTS

Documents Requested: Sign-In   Mark Ineligible?   Yes   No

☐ Ballots   #   If Yes, what is the balance threshold before an
☐ Prev. Minutes   #   account is ineligible? $_____
☐ Agenda   #
☐ No-Vote Ballots #   *Manager should mark ineligible accounts due
☐ Proxy   #   to violations if applicable.
☐ Tally Sheet   #

Documents will be on your desk the day of the meeting unless otherwise instructed.

Special Instructions:

MANAGERS

BEFORE THE MEETING:
      Update the community calendar with the confirmed meeting date.
      E-blast reminder to board and/or community prior to meeting date.

AFTER THE MEETING:
      Send the Coordinator a Contact Record if there is a change in board for updated key/fob access.
      Turn in Sign-in sheets, ballots, proxies, and tally sheets to the Coordinator.
      Update Meeting notes on Profile Page with type (Board, Annual, etc.) and quorum status if applicable.

Standard Agenda Templates:

ANNUAL MEETING & ELECTIONS	***ANNUAL MEETING***
Call to Order	Call to Order
Welcome/ Introductions	Welcome/ Introductions
-Confirm Quorum	Old Business
Old Business	*-Approval of Previous Minutes*
-Approval of Previous Minutes	Financials
Financial	New Business
-2017 Budget Review	Q & A
New Business	Adjournment
-Elections	
Q&A	
Adjournment	