

## Annual Meeting Checklist 2020

Assignments and tasks are as follows:

- Follow up on the minutes from the 2019 meeting – **Mike**
- Complete a meeting agenda – **Mike**
- Coordinate setup of Zoom meeting with Betsy? – **Mike**
- By-law changes? - I don't believe there are any. Confirm.
- Read list of members and friends who have passed away since last year?
- Complete a ballot –
- Contact Sunday Services Chair regarding announcements and meeting calendar –
- Provide Susan Sherman with all dates for calendar and for postings in the order of service
- Serve as parliamentarian during Annual Meeting
- Coordinate Introduction of Candidates on June 7
- Coordinate Introduction of Candidates on June 21
- Prepare narrative for proposed budget
- Schedule pre meeting on June 7 to review Budget and answer questions – 9:00 am on June 7 –
- Prepare Flash announcements including Budget meeting on June 7
- Publish reports for the Annual Meeting on the website – **Mike**
  - Endowment Report – **Ellie Smith**
  - President's Report – **Mike**
  - Treasurer's Report – **Karl**
  - Minister's Report – **Rev. Cathy**
- Coordinate ballots and membership requirements –
  - Establish quorum
  - Ballot distribution
  - Count ballots