

## ANNUAL MEETING CHECKLIST JUNE 6, 2021

*Using Mike McDonald's checklist from 2020. Please consider where you could help.*

Assignments and tasks are as follows:

- Follow up on the minutes from the 2020 meeting. MA
- Complete a meeting agenda MA
- Coordinate setup of Zoom meeting with Betsy MA
- By-law changes Tom/Judy
- Read list of members and friends who have passed away since last year Joanie?
- Complete a ballot Judy?
- Contact Sunday Services Chair regarding announcements and meeting calendar Pam
- Provide Guy with all dates for calendar and for postings in the order of service MA
- Serve as Parliamentarian during Annual Meeting Tom
- Coordinate Introduction of Candidates on May 23rd
- Coordinate Introduction of Candidates on May 30th
- Prepare narrative for proposed budget Karl
- Publish reports for the Annual Meeting on the website MA
  - Endowment Report
  - President's Report MA
  - Treasurer's Report Karl
  - Minister's Report Rev.Cathy
- Coordinate ballots and membership requirements
  - Establish quorum
  - Ballot distribution
  - Count ballots