

Annual Meeting Checklist 2020

Assignments and tasks are as follows:

- Follow up on the minutes from the 2019 meeting – **Done**
- Complete a meeting agenda – **Review 6/3**
- Coordinate setup of Zoom meeting with Betsy? – **Done**
- Read list of members and friends who have passed away since last year? – **Pat to provide**
- Propose voting procedure – **Done**
- Contact Sunday Services Chair regarding announcements and meeting calendar – **Pat**
- Provide Susan Sherman with all dates for calendar and for postings in the order of service - **Done**
- Serve as parliamentarian during Annual Meeting - **Done**
- Coordinate Introduction of Candidates on June 7 – **Betsy/Mike/Tom**
- Coordinate Introduction of Elected Candidates on June 21 – **Betsy/Mike/Tom**
- Prepare narrative for proposed budget - **DONE**
- Schedule pre meeting on June 7 to review Budget and answer questions – 9:00 am on June 7 – **Done**
- Prepare Flash announcements including Budget meeting on June 7 - **Pat**
- Publish reports for the Annual Meeting on the website – **Mike**
 - Endowment Report – **Ellie Smith**
 - President's Report – **Mike - Done**
 - Treasurer's Report – **Karl - Done**
 - Minister's Report – **Rev. Cathy**
- Coordinate ballots and membership requirements – **Jolynn and Mary Anne**
 - Establish quorum
 - Ballot distribution
 - Count ballots
 - Provide results to Mike for meeting