



BOARD MEETING ATTENDANCE REPORT

GENERAL INFORMATION

AGENCY NAME:		CONTRACT NUMBER:	
DCED CSBG MONITOR/REPRESENTATIVE:			
MEETING CALLED TO ORDER (DATE/TIME):		MEETING CALLED TO ORDER BY:	
MEETING CHAIRED BY:			
CURRENT SIZE OF BOARD:	TOTAL BOARD MEMBERS PRESENT:	<input type="checkbox"/> Yes <input type="checkbox"/> No Were meeting notice, agenda, and minutes distributed prior to the meeting?	HOW FAR IN ADVANCE:
<input type="checkbox"/> Yes <input type="checkbox"/> No Was attendance taken?		NAME AND TITLE OF PERSON RESPONSIBLE FOR KEEPING ATTENDANCE RECORDS:	
<input type="checkbox"/> Yes <input type="checkbox"/> No Was a quorum present at the meeting?	<input type="checkbox"/> Yes <input type="checkbox"/> No Were the minutes of the previous meeting reviewed and approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No If applicable, were corrections made to previous minutes?	

EXECUTIVE DIRECTOR'S REPORT

Presentation of report: Yes No
 Highlights of report as presented:

Supplemental Reports:
 Committee Reports: Yes No
 Fiscal Report: Yes No
 Organizational Standards Report: Yes No

Highlights:

PROGRAM SPECIALIST OBSERVATIONS/COMMENTS

Board member preparedness:

Meeting procedures followed:

Other comments:

<input type="checkbox"/> Yes <input type="checkbox"/> No Was the prepared agenda followed?	TIME ADJOURNED:
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