



# BOARD MEETING ATTENDANCE REPORT

## ATTACHMENT C-2

### SECTION A: GENERAL INFORMATION

1. AGENCY NAME:		2. CONTRACT NUMBER:	
2. DCED CSBG MONITOR/REPRESENTATIVE:			
3. MEETING CALLED TO ORDER (DATE/TIME):		4. MEETING CHAIRED BY:	
5. NAME, TITLE AND CONTACT INFORMATION OF PERSON TAKING NOTES AND ATTENDANCE:			
6. WERE MEETING NOTICE, AGENDA AND MINUTES DISTRIBUTED PRIOR TO THE MEETING? <input type="checkbox"/> Yes <input type="checkbox"/> No		7. HOW FAR IN ADVANCE WERE THE AGENDA AND MINUTES DISTRIBUTED?	
8. WAS ATTENDANCE TAKEN? <input type="checkbox"/> Yes <input type="checkbox"/> No		9. CURRENT SIZE OF BOARD:	10. TOTAL BOARD MEMBERS PRESENT:
11. WAS A QUORUM PRESENT AT THE MEETING? <input type="checkbox"/> Yes <input type="checkbox"/> No	12. WERE THE MINUTES OF THE PREVIOUS MEETING REVIEWED AND APPROVED? <input type="checkbox"/> Yes <input type="checkbox"/> No	13. WERE CORRECTIONS MADE TO PREVIOUS MINUTES? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

### SECTION B: EXECUTIVE DIRECTOR'S REPORT

1. PRESENTATION OF REPORT: <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. HIGHLIGHTS OF REPORT AS PRESENTED:		
3A. COMMITTEE REPORTS: <input type="checkbox"/> Yes <input type="checkbox"/> No	3B. FISCAL REPORT: <input type="checkbox"/> Yes <input type="checkbox"/> No	3C. ORGANIZATIONAL STANDARDS REPORT: <input type="checkbox"/> Yes <input type="checkbox"/> No
4. HIGHLIGHTS:		

### SECTION C: PROGRAM SPECIALIST OBSERVATIONS/COMMENTS

1. WERE BOARD MEMBERS ENGAGED:	
2. MEETING PROCEDURES FOLLOWED: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. WAS THE PREPARED AGENDA FOLLOWED: <input type="checkbox"/> Yes <input type="checkbox"/> No	4. TIME ADJOURNED:
5. COMMENTS:	