

Annual Meeting 2019: To Do List

Assignments and tasks are as follows:

Follow-up on the minutes from the 2018 meeting - **Mike**

Complete a meeting agenda. - **Mike**

Complete a ballot. - **Mike**

Complete a slate of candidates - **Mike**

Contact Sunday Services Chair regarding announcements and meeting calendar. - **Mike**

Provide Congregational Administrator, Susan Sherman all dates for calendar and for postings in the orders of service. - **Mike**

Serve as parliamentarian in Annual Meeting. - **Tom**

Coordinate LDC introducing candidates on 05/19 - **Mike/Joe Cook**

Coordinate introduction of candidates on 06/02 - **Mike**

Prepare Flash announcements - **Barb**
(including the meeting of the 19th)

Publish reports for the Annual Meeting on the website: - **Mike**

Endowment Report - **Price**

Presidents Report - **Mike**

Treasurer's Report - **Karl**

Coordinate Ballots and membership requirements - **Linda/Kay Sturgeon**

Establish quorum

Support ballot disbursement

Serve as election volunteer

Arrange Child Care for the Annual Meeting). - **Donna**

(including available snacks

Coordinate refreshments for gap between Service and Annual Meeting.- **Laura**