

## ANNUAL MEETING CHECKLIST

Bylaws checked for commitments and deadlines

- \_\_\_\_\_ Distance meeting can be held from co-op \_\_\_\_\_
- \_\_\_\_\_ # of days' notice meeting is to be given in writing and posted \_\_\_\_\_
- \_\_\_\_\_ # of households that constitutes a quorum \_\_\_\_\_
- \_\_\_\_\_ # of days before the meeting packet is made available to members \_\_\_\_\_
- \_\_\_\_\_ Is ballot required?    \_\_\_\_\_ yes    \_\_\_\_\_ no

TO DO ahead of time

- \_\_\_\_\_ Reserve meeting space \_\_\_\_\_
- \_\_\_\_\_ Set meeting date \_\_\_\_\_
- \_\_\_\_\_ Committee Chairs provide budget to finance committee
- \_\_\_\_\_ Finance Committee develop budget and give to board
- \_\_\_\_\_ Book guest speaker (accountant, ROC-NH, local politician, co-op leader)
- \_\_\_\_\_ Establish nomination procedure
- \_\_\_\_\_ Board of Director elections

\_\_\_\_\_ Three (3) members for the Internal Audit Committee (for co-ops with total revenue less than \$1M,)

- \_\_\_\_\_ Establish voting procedure for
  - \_\_\_\_\_ counting ballots and announcements of election results
  - \_\_\_\_\_ counting membership vote on agenda items (voting cards)
- \_\_\_\_\_ Update CIP
- \_\_\_\_\_ Develop capital improvement budget for membership approval
- \_\_\_\_\_ Board vote on operating budget, bring to membership for approval

Annual Meeting Packet

Date sent out \_\_\_\_\_

### REQUIRED

- \_\_\_\_\_ Cover letter with date, time, location and any instructions required
- \_\_\_\_\_ Agenda
- \_\_\_\_\_ Report of examination of prior year's finances for membership approval
- \_\_\_\_\_ Proposed new budget for membership approval
- \_\_\_\_\_ Annual Report to the Secretary of State
- \_\_\_\_\_ Minutes from last Membership Meeting for membership approval
- \_\_\_\_\_ Updated CIP
- \_\_\_\_\_ Ballot (if used)

\_\_\_\_\_Proposed Bylaw Changes (if any)

\_\_\_\_\_Proposed Rule Changes (if any)

\_\_\_\_\_Committee Reports (if any)

**TIPS:**

- ❖ Well in advance of the meeting, personally invite each member, face-to-face, and get a commitment from them to attend with you.
- ❖ Have food and a mixer activity/entertainment/raffle and an element of fun. Give out awards for volunteering or going above and beyond.