

## How to conduct a Neighborhood Council meeting

### Who is responsible

### Tasks

All	Decide on a date (Doodle, etc.) Check bylaws for required meeting notices (ex. revisions to bylaws and elections may require 30 days, 2 weeks notice, etc.)
All	Review budget
	Pick a place and reserve—get purchase order from Office of Neighborhoods (O of N)
	Decide on agenda items and make agenda with template and email to O of N. Jane will post.
	Line up presenters
	Design postcards—get PO to pay for postcards (if using county print shop) or reimbursement on charge card for Uprinting—submit claim form and invoice
	Get PO and bring Purchase Orders to the Directory or Towne Mailer
	Display sandwich board signs
	Refreshments
	Agendas/budgets/Sign-in sheets
	Go early to set up meeting
	Moderator
	Note taker—email minutes to O of N
	Clean up
	Other

Please coordinate meeting dates with Jane for availability. I will send out a Neighborhood Digest on Fridays announcing the meeting. I will come early to the meeting and bring agendas, budget, and other materials.