

2017 COMMISSION ATTENDANCE REPORT

sp = special meeting (does not count towards regular attendance)

Parks & Rec Commission	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total Regular Meeting Absences	Regular Meetings Scheduled	Absence Percentage %
Carol Stanek	P	P	P										0	12	0%
vacant			*										0	12	0%
Helene Davis	P	P	P										0	12	0%
Judy Wilson	P	P	P										0	12	0%
Neesha Tambe	P	P	P										0	12	0%

Meet 1st Thursday 7:00 pm Community Hall. Staff Liaison is Jeff Milkes

*appointed in March

Teen Commission

Please enter your attendance directly into this log or email cityclerk@cupertino.org

Commission attendance requirements were established by Council resolution. A commissioner shall be considered removed from an advisory body under the following conditions:

1. The commissioner misses more than 25% of the scheduled meetings in a calendar year
2. The commissioner misses more than 3 scheduled consecutive meetings

[It is the staff liaison's responsibility to notify the City Clerk promptly so a written warning can be issued](#) before either of these events occur, or a termination notice if necessary. Please note, there are no exceptions, and there are no "excused absences."

[Please update your commission's attendance roster immediately after each meeting, or at the end of each month](#), whichever comes first.

SAMPLE ATTENDANCE REPORT

A = absence for a special meeting and does not count toward regular meeting absence percentage

A1 = first absence, A2 = second absence, A3 = third absence, A4 = fourth absence

NQ = no quorum (also note commissioners absent and present: i.e. NQA1, NQP)

P = present

sp = special meeting

T1 = first tardy, T2 = second tardy, T3 = third tardy, T4 = fourth T5

X = no meeting scheduled or meeting cancelled in advance

Commission Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total Regular Meetings Absences	Regular Meetings Scheduled	Absence Percentage %
Austin, Ann	P	A1	P	A2	A3*	P	P	X	P				3	12	25%
Brown, Brad	P	P	P	P	P	P	P	X	P				0	12	0%
Cooper, Carol	P	P	P	P	P	P	P	X	P				0	12	0%
Denton, Dennis	P	P	A1	P	P	P	P	X	P				1	12	8%
Evans, Eric	*	P	P	P	P	P	P	X	P				0	12	0%

*Clerk was asked to send warning letter to Ann Austin on May 23

*Eric Evans was appointed to the commission in February

This sample was filled out as of the end of September, and represents a group that meets 12 times a year. Ann Austin was absent 3 times, and then the liaison notified the Clerk to issue a warning letter.