

# 2019 COMMISSION ATTENDANCE REPORT

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

Housing Commission	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Regular Meeting Absences	Regular Meetings Scheduled	Absence Percentage %
Connie Cunningham	P	P	P	P									0	12	0%
Poonam Goyal													0	12	0%
Sue Bose	P	P	P	P									0	12	0%
Nina Daruwalla	P	P	P	P									0	12	0%
John Zhao	P	P	P	P									0	12	0%

Meet 2<sup>nd</sup> Thursday 9:00 am Conf. Rm. C. Staff Liaison is Kerri Huesler  
Cunningham appointed on 1/29/19, Goyal resigned 2/11/19

## Instructions

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.