



Northwest Cooperative Development Center

Fostering community economic development through the cooperative business model

Annual Meeting Checklist

3 Months In Advance of Meeting

- Refer to by laws and check that all commitments are being met
- Appoint ad hoc committees to:
 - Recruit board member for vacancies
 - Annual Meeting Planning
- Voting procedures established, i.e. distributing and counting ballots, announcing results, determining members in good standing, etc.

2 months in Advance of Meeting

- Finance Committee meets to plan the Budget and presents to the Board for approval
- Annual Meeting Committee develops an Action Plan and sets date, pending approval by the board; the board amends plan, as needed, and approves the plan.
- Send out notice; not more than 60 and not less than 30 days in advance
 - Cover letter with time, date, location and any instructions
 - Agenda
 - Minutes from last membership meeting for approval
 - Year-to-date financials
 - Ballot (if used)
- Committee reports prepared
- Meeting space reserved
- Guest speaker booked (if necessary)
- Directors and committee chairs are all clear about roles at the meeting
- Activities planned
- Food
- Celebration/awards ceremony planned

Tips:

- Have a mixer activity toward the beginning, some entertainment and make it fun!
- Celebrating small successes reinforces positive behavior
- Run business portion efficiently; if there are controversial items, have member discussion nights beforehand to avoid lengthy discussions at the Annual Meeting.