

# ATTENDANCE SHEET FOR CITY CLERK'S OFFICE

BOARD OR COMMITTEE: Historic Preservation Board

DATE OF MEETING: March 15, 2023

Please note that Ordinance O-2003-20, Section 2-49(3) states: "The staff liaison for each board shall be required to keep attendance records and to **submit monthly reports within five (5) days** of each meeting to the City Clerk setting forth both the excused and unexcused absences of each member of the board. The City Clerk shall prepare a standard form to be used by all boards to report their member's attendance to their meetings."

PLEASE LIST ALL MEMBERS NAMES (TYPE, IF POSSIBLE, IF NOT, PRINT SAME)  
AND USE THE KEY LETTERS (TO THE RIGHT) WHEN RECORDING ATTENDANCE.

Key: **EA** = Excused Absence

**UA** = Unexcused Absence

**P** = Present

<u>NAME</u>	<u>CIRCLE ONE</u>
Albert Menendez ( <i>Chairperson</i> )	/ EA / UA / <b>(P)</b>
Cesar Garcia-Pons ( <i>Vice-Chairperson</i> )	/ EA / UA / <b>(P)</b>
Alicia Bache-Wiig	/ EA / UA / <b>(P)</b>
Xavier Durana	/ EA / UA / <b>(P)</b>
Bruce Ehrenhaft	/ EA / UA / <b>(P)</b>
John Fullerton	/ EA / UA / <b>(P)</b>
Michael Maxwell	/ EA / UA / <b>(P)</b>
Margaret (Peggy) Rolando	/ <b>(EA)</b> / UA / P
Dona Spain	/ EA / UA / <b>(P)</b>

*[For Clerk's Office Use Only:]*

FQR / **(QRAM)**

## Quorum Requirements

(Calendar Quarter: **(1)** 2 3 4)

**FMQR** = Failure to Meet Quorum Requirements

**QRM** = Quorum Requirements Met