

ATTENDANCE SHEET FOR CITY CLERK'S OFFICE

BOARD OR COMMITTEE: **Advisory Board on Disability Affairs**

DATE OF MEETING: October 11, 2017

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>
Adrian Mesa _____	/ EA/ <input type="checkbox"/> UA / P
Patricia Sowers _____	/ EA / UA / <input type="checkbox"/> P
Blake Sando _____	/ EA / UA / <input type="checkbox"/> P
Richard Whittington _____	/ <input type="checkbox"/> EA / UA / P
Marie-Ilene Whitehurst _____	/ EA / UA / <input type="checkbox"/> P

[For Clerk's Office Use Only:]

FMQR / QRM

Quorum Requirements

(Calendar Quarter: 1 2 3 4)

FMQR= Failure to Meet Quorum Requirements

QRM=Quorum Requirements Met