

# ATTENDANCE SHEET FOR BOARD MEMBERS

BOARD OR COMMITTEE: **Insurance and Risk Management Advisory Board**

DATE OF MEETING: January 18, 2024

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}

**NAME** **CIRCLE ONE**

Nicolas Cabrera Jr. \_\_\_\_\_ / EA / UA / P

Marilu Madrigal \_\_\_\_\_ / EA / UA / P

Robert Lasa \_\_\_\_\_ / EA / UA / P

Paul Susz \_\_\_\_\_ / EA / UA / P

Chris Kelly \_\_\_\_\_ / EA / UA / P

\*Via Zoom

[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