

ATTENDANCE SHEET FOR CITY CLERK'S OFFICE

BOARD OR COMMITTEE: Pinewood Cemetery Advisory Board

DATE OF MEETING: February 6, 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>
Richard Bennett	/ EA / UA / (P)
Jose Arguelles	/ EA / UA / (P)
Christina Carabeo	/ EA / UA / (P)
Maurice Habif	/ EA / UA / (P)
David Mitchell	/ EA / UA / (P)
Denise West	/ EA / UA / (P)

[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