



Observer Reporting Form

Feature Evaluated	Yes	No	Comments
Meeting started on time?	x		Lasted about 1.5 hours
All members present?		x	This is a large board; quarterly meeting
Members attentive?	x		
Did members appear to have done their "homework?"	x		
Were members courteous to each other and the public?	x		
Agenda sent/posted 72 hours before?	x		Strategic plan posted on website
Agenda items clearly described what was to be discussed?	x		Presentation to summarize the work that has been done to date and the plans for first half of 2010.
Adequate opportunity for public input?	x		
Was there an appearance that some action items were discussed in closed rather than open session?		x	
Was background information available to the public?	x		On website
Facilities adequate? (room size, lighting, ventilation, speakers audible, accessible to handicapped)	x		There was no amplification and I could not hear all speakers – especially Q&A

Were any issues on the agenda relevant to LWV positions or programs? Yes – homelessness

Do you recommend League action on any of these issues? No

Other Concerns:

Observer: Judy Barnette

Meeting: Ten-Year Plan Advisory board

Date: 12/04/09

Please submit completed forms to Observer Corps Committee Chair

LWV KKC Observer Corps Reporting Procedure