



## Board Meeting Attendance Sheet

Board Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Position	Name	Signature
Chair		
Vice Chair		
Treasurer		
Member		
Member		
Member		
Member		
Member		
Member		

I certify that the above listed board members attended this meeting and should be paid on the next payroll.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

**Please complete & submit to Payroll within 3 business days of meeting date.**