

## Pre-During-Post Board Meeting Checklist

Use this checklist for **BOD** meetings

### **MAKE SURE YOU HAVE:**

- AppFolio access
- Community Google Drive access
- Governing documents (for notice/quorum rules)
- Assigned meeting date, time, and format (virtual/in-person)
- Already have the designated meeting schedule for the year in Google Calendar

### PRE-MEETING CHECKLIST

#### **SCHEDULING & CALENDARS**

- Confirm meeting date & time with Board
- Create Google Calendar invite
- Create meeting in **AppFolio Association Calendar with Google Invite**
- Add **Google Meet link** (if virtual)
- Add **Patty Swain** to the Google Calendar invite
- Use proper title format. **Ex:** TCCA – Board of Directors Meeting

#### **NOTICE REQUIREMENTS**

- Confirm notice timeframe.
- Prepare meeting notice
- Post/send notice according to governing documents. **Do not assume** all associations follow the same notice rules.

#### **AGENDA & PACKET**

- Draft agenda
- Send a draft agenda to the Board for review at least 5 days prior to meeting.
- Finalize agenda
- Compile meeting packet (financials, reports, proposals)
- Upload packet to **Google Drive in appropriate meeting folder**
- Attach packet to Google Calendar invite
- Attach packet, Google Link and appropriate title to AppFolio calendar
- Send bulk **email** with packet to the Membership with Google Link. Sending an email with AppFolio Calendar is not sufficient. *You cannot track or prove you noticed the community*

#### **FINAL PRE-MEETING CHECK (24–48 HOURS BEFORE)**

- Quorum requirements confirmed
- Packet finalized or status communicated
- AppFolio event visible
- Calendar invites correct
- Meeting links working

### DURING MEETING CHECKLIST

- Prepare your Minutes doc within the drive. Work from there- nowhere else.
- Start Recording
- Follow agenda in order
- Motions clearly stated. Votes recorded
- Board member absences noted
- Owner comments logged (if applicable)
- Confirm next meeting date (or note TBD)- This should be on the agenda prior to adjournment
- Adjournment time noted

### POST-MEETING CHECKLIST

#### **DOCUMENTATION**

- Draft minutes prepared and keep in Drive.
- Send the PDF version to the BOD for review and comments. Make edits on draft to be approved at the next BOD meeting.
- Minutes should be sent within 48 hours of the meeting to the BOD.
- Add Meeting Recording to property specific “owners Drive” which is already connected within AppFolio. **NO GEMINI NOTES.**

#### **APPFOLIO & OWNER COMMUNICATION**

- Upload approved minutes to AppFolio (when approved)
- Ensure correct file naming  
**Minutes:** MM.DD.YYYY  
**Financials:** MM.YYYY Property Name SHORT Financials / MM.YYYY Property Name LONG Financials. Short= Homeowners. Long=BOD
- Confirm documents are visible to owners (when applicable)

#### **FOLLOW-UPS**

- Create tasks from motions or directives from meetings.
- Calendar reminders set (if deadlines exist)
- Vendor follow-ups initiated (if approved)
- Notes added to AppFolio as needed

#### **COMMON MISTAKES TO AVOID**

- ★ Forgetting to add Patty to calendar with meeting packet
- ★ Posting minutes after Board approval
- ★ Missing notice deadlines
- ★ Not saving Long or Short Financials where they go
- ★ Inconsistent file naming
- ★ BOD Meeting Minutes get approved at BOD Meetings. Homeowner Meeting Minutes get approved at Member Meetings. This is not interchangeable.

#### **DONE WHEN**

- Minutes are drafted and stored. Recordings are saved in Owners Drive
- Tasks are assigned. Work orders are made. Direction has been completed and followed up on based on meeting
- AppFolio and Drive are updated
- No loose ends remain from motions