



CISMC Board Meeting Schedule

Because the CISMC Board of Directors is made up of many members who work in opposite parts of our large rural county or outside the county, we have traditionally met on the second Monday of the month at 6pm at the AB Tech Madison Campus. In order to allow for maximum participation of all members, the date of the next meeting is always discussed and agreed upon prior to adjourning Board meetings.

The Executive Director is responsible for sending out electronic copies of documents that will be needed for the coming meeting at least 48 hours prior to the meeting. These documents are, but not limited to, the following:

- Executive Director Report**
- Draft Meeting Minutes from the previous meeting**
- The Board Meeting Agenda**
- A Financial report including:**
 - General Ledger**
 - Trial Balance**
 - Budget Report: budgeted / actual**