

## TRUSTEE WORKSHOP AGENDA

The Clear Lake City Community Association, Inc. will meet at 9:00 a.m. on Saturday June 14, 2014 in the Boardroom Room B, at the Clear Lake City Community Association, located at 16511 Diana Lane; Houston, TX 77062.

### PLEASE NOTE:

THIS IS A TRUSTEE WORKSHOP FOR TRAINING PURPOSES ONLY.  
NO PUBLIC BUSINESS WILL BE CONDUCTED AT THIS WORKSHOP.  
THE PUBLIC IS INVITED; HOWEVER, NO COMMENTS  
OR QUESTIONS ARE PERMITTED FROM THE PUBLIC

### To all present:

Please Turn **Off** your PDA & CELL Phones

### AGENDA:

- 0900 Ms. Ellisor Introduction - This workshop is being provided for the benefit of the CLCCA Board of Trustees to better understand how to administer their duties and fiduciary responsibilities. Please no comments or questions from the public during the multiple presentations to the Board of Trustees. [5 Min]
- 0905 Mr. Jordan Legal [60 Min]
- 1005 Mr. Canady CPA [45 Min]
- 1050 Break [10 Min]
- 1100 Mr. Swerdlin Review selected portions of the Texas Open Meetings Act (TOMA) Code 551 & Open Meetings (OM) 2012 Handbook (HB), Robert's Rules of Order (RRO), Texas Business Organization Code (BOC) Certificate of Formation, Certificate of Amendment, Applicable Texas Property Codes (TPC), CLCCA Resolutions in the form of Bylaws & Policies and other Governing documents [85 Min]
- 1225 Mr. Brady Insurance [20 Min]
- 1245 Ms. Stroud Fiscal Year End Closeout, Check Registers, and Asset Management [30 Min]
- 1315 Dismissal

**TRUSTEE WORKSHOP JUNE 14, 2014**