

## **FORT FRANCES MUNICIPAL NON-PROFIT HOUSING CORPORATION**

### Template of Meeting Business

#### Meeting # 1 – 1<sup>st</sup> Quarter

- prior year 4<sup>th</sup> quarter financial statements
- current year capital forecast
- current year operating forecast

#### Meeting #2 – 2<sup>nd</sup> Quarter

- current year 1<sup>st</sup> quarter financial statements
- draft Financial Audit for prior year

#### Meeting #3 – 3<sup>rd</sup> Quarter

- current year 2<sup>nd</sup> quarter financial statements
- consideration of market rent increase
- Mortgage renewal (2024)

#### Meeting # 4 – 4<sup>th</sup> Quarter – AGM

- current year 3<sup>rd</sup> quarter financial statements
- appointment of auditors for current year
- appointment of Officers for ensuing year
- RFP for Property Management (2022)