

## **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 (2019)

#### **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 (2017)