



Neighborhood Association Annual Report: Required Documentation

Neighborhood Association: _____

Please complete the following forms and upload the entire document to your Annual Report:

- Board Member Contact Information
- Neighborhood Association Committee Information
- Neighborhood Association Social Media/Communications Platforms
- 2019 Neighborhood Association Regularly Scheduled Meetings
- 2020 Neighborhood Association Regularly Scheduled Meetings



Board Member Contact Information

Example:

Board Position	Board Member	Email	Phone Number	Address	Zip Code	Date Elected/ Appointed	Date of End of Term / Up for Reelection
President	Mary Smith	smith@gmail.com	555-555-5555	123 Neighbor Way	83706	10-18-2016	10-18-2020

Board Position	Board Member	Email	Phone Number	Address	Zip Code	Date Elected/ Appointed	Date of End of Term / Up for Reelection



Neighborhood Association Committee Information

Not applicable

Example:

Committee	Purpose	Meeting Frequency	Committee Chair Name	Committee Chair Email	Committee Chair Address	Committee Chair Phone
Traffic Committee	Coordinate efforts to reduce speeding on neighborhood streets	Once a month	Mary Smith	smith@gmail.com	123 Neighbor Way 83706	555-555-5555

Committee	Purpose	Meeting Frequency	Committee Chair Name	Committee Chair Email	Committee Chair Address	Committee Chair Phone



Neighborhood Association Social Media/Communications Platforms

Example:

Platform:	Page/Group Name	Number of Users	Update Frequency	Link
Facebook	LIV Energize Our Neighborhoods	57 Friends	3 Times Per Week	https://www.facebook.com/EnergizeBoise
Website	Energize Our Neighborhoods	N/A	As Needed	https://energize.cityofboise.org

Platform:	Page/Group Name	Number of Users	Update Frequency	Link



2019 Neighborhood Association Regularly Scheduled Meetings

List **all** of your regularly scheduled meetings held in 2019, including annual, board, and any other meetings. Be as specific as possible.

Example:

Meeting Type	Meeting Date (s)
<i>Annual Meeting</i>	<i>February 28, 2019</i>
<i>General Membership Meeting</i>	<i>Every other month on the 2nd Tuesday</i>
<i>Board Meeting</i>	<i>3rd Thursday of the month except February, July and December</i>

Meeting Type	Meeting Date (s)
Annual Meeting	
Board Meetings	
Other:	
Other:	
Other:	
Other:	



2020 Neighborhood Association Regularly Scheduled Meetings

List **all** of your regularly scheduled meetings planned for 2020, including annual, board, and any other meetings. Be as specific as possible.

Example:

Meeting Type	Meeting Date (s)
<i>Annual Meeting</i>	<i>February 28, 2020</i>
<i>General Membership Meeting</i>	<i>Every other month on the 2nd Tuesday</i>
<i>Board Meeting</i>	<i>3rd Thursday of the month except February, July and December</i>

Meeting Type	Meeting Date (s)
Annual Meeting	
Board Meetings	
Other:	
Other:	
Other:	
Other:	