

SEMI-ANNUAL GENERAL MEETING NOTICE SAMPLE

[Full name of housing co-op or letterhead]

[Date of notice]

NOTICE

SEMI-ANNUAL GENERAL MEETING

[Insert name of housing co-op]

Date: _____

Time: _____

Location: _____

Join us on *[insert date]* for the Co-op’s Semi-Annual General Meeting (SAGM).

The SAGM features the approval *[or receipt]* of the proposed housing charges and the receipt of the annual and capital budget by members.

Members will receive a report from the board of directors.

Other agenda items might include *[approval of policy xyz, update and direction on special projects, member input on co-op initiatives, board clarification of issues or concerns]*.

The meeting package, including the budgets and housing charges, will be distributed to members *[on date]* *[a few days before the meeting]*

[Add additional information if relevant, e.g. when registration will open, if there will be refreshments served, etc.]

