Advisory Neighborhood Commission (ANC) 6A
Service Contract – Agenda Package Preparation

This is an agreement between Advisory Neighborhood Commission (ANC) 6A and Ms. Heather Schoell, whereas Ms. Schoell is, for the sum of $200.00 each, to prepare the ANC 6A agenda package monthly. This contract will begin April 1, 2009 and end December 31, 2009, at which time the contract may or may not be renewed upon a vote by the ANC 6A commission. The yearly sum for agenda package preparation is not to exceed $2,400.00.

Ms. Schoell is to:

- Review ANC 6A meeting minutes from the previous month's meeting, format and make editorial changes, and solicit approval of ANC 6A commissioners by email.
- Review ANC 6A committee meeting minutes from the previous month's meeting, format and make editorial changes.
- Send all corrected and accepted minutes to ANC website administrator to post to the ANC 6A website.
- Compile a meeting agenda based upon recommendations from the ANC 6A committees. An agenda must be available to the public one week prior to the ANC 6A meeting.
- Compile the agenda package in its entirety, including attachments, addendums, electronic photographs, etc. Package should be received by commission no later than the day before the ANC 6A meeting.

Signed:

Joseph Fengler, ANC 6A Chair — Date 12/1/09

Heather Schoell — Date 12·1·09