



C&B CZARNOWSKI & BEER
Auditors | Accountants | Advisors

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VIRTUAL ANNUAL MEETING **ACTION PLAN**

Successfully navigating the pandemic requires cooperative and condominium boards to figure out smarter, better ways of conducting annual meetings.

This Virtual Annual Meeting Action Plan was created using the Czarnowski & Beer team's experience of helping to host hundreds of virtual annual meetings. Use it to help make your meetings efficient, effective, and engaging.

1. PLAN! PLAN! PLAN!

2. PRACTICE!

3. VOTING

**4. EVALUATE AND
REPLAN**

**5. FINAL
PREPARATIONS**

6. DAY OF MEETING

**7. POST MEETING
ACTIVITIES**



Phone: (212)-397-2970

Email: info@czarbeer.com