



M E T H U E N
EDUCATION ASSOCIATION

Building Representative Note taking and Meeting Record Form

This form will provide us with a documented record on a member's issue. It helps us to represent members with necessary details so we can represent and solve problems in a timely manner. This information does not automatically lead to a grievance. It is actually designed to avoid grievances. Extra copies are available on the MEA website:

Please complete this form and send it to Carl Fowler (CGS) or Donna Gogas (Marsh) within 24 hours of your meeting. We will confirm the receipt of this documentation.

Please Print:

Building _____ **Mtg. Date:** _____ **Time:** _____

Name of Rep _____

Name of Staff being represented: _____

Name of Administrator(s) at meeting: _____

Notes: _____
