

**ANNUAL REPORT FORM FOR NEIGHBORHOOD COALITIONS**  
**This form must be submitted within 60 days of your annual meeting month**  
**(Please remember to notify the ONC of your annual meeting at least 2 weeks in advance)**

Coalition Name: \_\_\_\_\_

Date of Annual Meeting: \_\_\_\_\_

**NOTE: Please attach a photo demonstrating method of Annual Meeting notice, e.g., flyer, newsletter, photo of neighborhood sign posting, copy of e-mail or text message, etc.**

How did you notice your Annual Meeting and How Many Notices Did You Send/Deliver?

Sign In Prominent Location \_\_\_\_\_ Flyers \_\_\_\_\_

Website or Social Media Posting \_\_\_\_\_

E-mail/Text Message/Direct Message Through Social Media/Other Electronic Message \_\_\_\_\_

Total **Affirmed** Members: \_\_\_\_\_

Names of Association Members in your Coalition:


**Officers of Association:****President:**

Name:	E-mail:
Address:	Phone:
Zip Code:	Cell:

**Vice-President:**

Name:	E-mail:
Address:	Phone:
Zip Code:	Cell:

**Secretary:**

Name:	E-mail:
Address:	Phone:
Zip Code:	Cell:

**Treasurer:**

Name:	E-mail:
Address:	Phone:
Zip Code:	Cell:

Coalition Website: \_\_\_\_\_

Coalition E-mail: \_\_\_\_\_

**Coalition Contacts:**

These two contacts will receive notifications from the City of Albuquerque, developers, and others.

**Primary Contact:**

Name:	E-mail:
Address:	Phone:
Zip Code:	Cell:

**Secondary Contact:**

Name:	E-mail:
Address:	Phone:
Zip Code:	Cell:

### Instructions for Completing This Form

Complete using Adobe Acrobat Reader,  
(free to download), save to your computer, and e-mail to:  
[onc@cabq.gov](mailto:onc@cabq.gov)

--OR--

Print, complete by hand, scan and  
Email to: [onc@cabq.gov](mailto:onc@cabq.gov)  
Mail to: Council Services Department  
Office of Neighborhood Coordination (ONC)  
P.O. Box 1293  
Albuquerque, NM 87103

### **\*\*Notice of Duty to Release Information**

In accordance with the provisions of the Inspection of Public Records Act, NMSA 1978, § 14-2-1 et seq. (IPRA), any information you provide to the Office of Neighborhood Coordination (ONC), including but not limited to, name, address, email, phone number and all other information will become public record and is required to be released to anyone who requests it.