

How to Cancel an “Approved” Meeting

1. Select the agenda from the Calendar.
2. Click on Edit, Edit Record
3. Click to unlock the **Padlock** in the upper right corner
4. Select “Cancelled” from the Current Status drop-down.
5. Publish the cancelled agenda to the calendar and send the link to the CL MEETINGS indicating the meeting has been cancelled.

The screenshot displays the 'Meeting Agendas (Edit Record Mode)' interface. The main content area shows a table of meeting agendas. The selected meeting is highlighted in yellow. The 'Current Status' dropdown menu is open, showing the following options: Cancelled, Amended, Approved, Cancelled, and Draft. A red circle highlights the padlock icon in the upper right corner of the agenda form, indicating it is locked. Another red circle highlights the 'Current Status' dropdown menu.

Date	Day and Time	Meeting Body	Current Status	Other
11/29/2007	Thu - 4:30 PM	COMMISSION ON PEOPLE WITH DISABILITIES	Approved	
11/29/2007	Thu - 5:30 AM	BLUE RIBBON COMMITTEE ON CLEAN ELECTIONS	Draft	
11/28/2007	Wed - 6:00 PM	REGENT STREET-SOUTH CAMPUS PLAN STEERING	Approved	
11/28/2007	Wed - 5:35 PM	COMMUNITY SERVICES COMMISSION	Approved	
11/28/2007	Wed - 5:30 PM	ALCOHOL LICENSE REVIEW COMMITTEE	Approved	
11/28/2007	Wed - 1:40 PM	SENIOR CITIZENS ADVISORY COMMITTEE	Approved	Please ca
11/28/2007	Wed - 12:00 PM	CDA LONG RANGE PLANNING SUBCOMMITTEE	Draft	
11/28/2007	Wed - 8:00 AM	CENTRAL PARK DESIGN AND IMPLEMENTATION T	Approved	CONCEPT
11/27/2007	Tue - 5:00 PM	COMMUNITY GARDENS COMMITTEE	Approved	
11/27/2007	Tue - 5:00 PM	PEDESTRIAN/BICYCLE/MOTOR VEHICLE COMMISS	Approved	
11/27/2007	Tue - 4:30 PM	WATER UTILITY BOARD	Amended	
11/26/2007	Mon - 6:00 PM	JOINT SOUTHEAST CAMPUS AREA COMMITTEE	Approved	
11/26/2007	Mon - 5:00 PM	ECONOMIC DEVELOPMENT COMMISSION	Draft	
11/26/2007	Mon - 4:30 PM	BOARD OF ESTIMATES	Approved	Please no
11/26/2007	Mon - 4:00 PM	LONG RANGE METRO TRANSIT PLANNING AD HOC	Approved	
11/21/2007	Wed - 4:15 PM	URBAN DESIGN COMMISSION	Amended	