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| Meeting Agenda |
| Meeting Room  |  |
| Name of Organization |  |
| Date |  |
| Time | 7:30 - 9:00 |
| Meeting Facilitator |  |
| Meeting Attendees |  |
| Today’s Agenda |
|  | **Topics** | **Action Points** | **Owner** |
| 1 | Greetings | 1 min | Chairman |
|  | Meeting Minutes from the last meeting  | 5 minApproval  | Secretary |
| 2 | Attendance List |  | Everyone |
| 3 | Financial Report  | 10 min |  Treasurer |
| 4 | Newsletter/Website/Press releases Updates  | 15 minOther  | President/Secretary |
| 5 | Event 1 - progress report / summary | 10 min | Event Director |
| 6 | Event 2 Planning  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 10  |  |  |  |
| 14 | New Business  | 10 min |  |
| 15 | Thank you everyone for attendance | 2 min |  Chairman |
|  |  |  |  |