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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 min  Approval | Secretary |
| 2 | Attendance List | |  | Everyone |
| 3 | Financial Report | | 10 min | Treasurer |
| 4 | Newsletter/Website/Press releases  Updates | | 15 min  Other | 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 |
|  |  | |  |  |