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| LOGO | AGENDA |

DATE

TIME

LOCATION

1. **INTRODUCTIONS**
   1. Attendance
   2. Call to order
   3. Approval of Agenda/Minutes
   4. Announcements/Speaker’s Business
2. **PRESENTATIONS**

Who is presenting and what they are presenting on in 100 words or less.

1. **REPORTS**
   1. Exec report

Can be written out here, or attached at the end.

* 1. Committee/volunteer/director report

Can be written out here, or attached at the end.

1. **DISCUSSION PERIOD**
   1. Title/Summary of discussion item 1
   2. Title/Summary of discussion item 2
2. **GENERAL ORDERS/BUSINESS**
   1. NAME moves that… (motion goes here)
   2. NAME moves that… (motion goes here)
3. **INFORMATION ITEMS**
   1. Information item submitted by NAME

Info item written out here or attached at end.

1. **ADJOURNMENT**