

Appendix M: Sample Board Meeting Agenda



Sample Club Board Meeting Agenda

Name of Your Alumni Club

Date of Location

Time of Meeting

Agenda

1. Call to Order
President
The meeting will please come to order
2. Approval of Previous Meeting Minutes
Minutes have been distributed for your review. Are there any corrections to the minutes? If not, the minutes are approved as read. If there is a correction, say the minutes stand approved as corrected.
3. Introduction of any guests.
4. Updates on any upcoming events or items of interest from any board members.
5. Discussion of any Old Business?
6. Discussion of any New Business?
7. Adjournment