

TYPICAL MEETING AGENDA
(revise/add/delete/change as necessary)

BOARD/COMMITTEE/STAFF MEETING
MONDAY JANUARY 1, 2000, 3:00 PM
DR. ANDERSON MEMORIAL CONFERENCE ROOM

AGENDA

1. **CALL THE MEETING TO ORDER** (remember purpose / Mission Statement / Big Picture)
2. **ADDITIONS TO AGENDA** (last minute changes)
3. **MINUTES OF PREVIOUS MEETING** (distribute before hand or review now)
4. **TREASURES REPORT** (as appropriate or necessary)
4. **COMMITTEE REPORTS** (standing committees or an ad-hoc committee)
 - A. **Publicity Committee**
 - B. **Membership Committee**
 - C. **Project Number 1**
 1. **WHAT is the project ?**
 - a. **What are the parts of the project ?**
 - b. **What resources will each part need ? People ? Time ? Money ?**
 - c. **What is the SHORT and LONG range impact on RESOURCES ?**
 2. **WHO is responsible for tracking or task performance ?**
 - a. **WHEN will certain tasks be done ? WHO agreed to do it ?**
 - b. **Who will CROSS-CHECK these People/Agreements/Time-limits ?**
 - D. **Project Number 2** (same sub-set of questions as project 1)
6. **OLD BUSINESS** (announcements - Other old business)
7. **NEW BUSINESS** (announcements - Other new business)
8. **CORRESPONDENCE** (letters to or from this organization)
9. **OPEN DISCUSSION** (and/or a go-around and/or "brainstorm" ideas/solutions/goals)
10. **ADJOURNMENT** (with respectful thanks for peoples attendance and cooperation)



OPINIONS AND FEELINGS ARE FREQUENTLY A PERSONAL TRIUMPH OVER GOOD THINKING
YOU DEFINE REALITY BY WHAT YOU KNOW, WHAT YOU BELIEVE, AND WHAT YOU DO ABOUT IT.