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)
5. 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)