



Meeting Agenda Form

Chapter Name: _____

Date: _____ Time: _____

Person Presiding: _____ Leadership Position: _____

Type of Session: Business Meeting Work Session Special Meeting/Program

Opening Ceremony

Determination of Quorum/Attendance: Roll Call Sign In

Minutes: Read Distribute Copies

Treasurer's Report

Committee Reports:

Person scheduled to report:

1. _____
2. _____
3. _____

Unfinished Business:

1. _____
2. _____
3. _____

New Business:

1. _____
2. _____
3. _____

Program

Announcements

Closing Ceremony

Adjournment