

AGENDA



Organization Name:

Meeting Type:

(Council, Executive, Special, Committee, Annual, Business, etc.)

Day & Date:

Time: (start to end)

Location of meeting:

Attendees:

(Attach or list names to whom agenda is circulated)

Supporting Documents:

(Attach committee reports, or necessary items)

Please bring: (list)

1. Call meeting to order *(Chairperson, time)*

Note: Time throughout agenda may be indicated as either clock time or agenda item allotted time

e.g. Call meeting to order – John Smith 7:00 pm, or 5 minutes)

Recording Secretary: *(Name)*

2. 4-H Pledge *(led by whom)*

3. Welcome and introductions/roll call *(advise of question/theme, if applicable)*

4. Approval of, including additions to, meeting agenda

5. Approval of previous meeting minutes including any amendments

6. Review of Actionable Items from previous meeting

7. Executive and/or Committee Reports *(as needed, listed. Reports can be prepared prior to the meeting for circulation and only items for decision or feedback verbally communicated to be respectful of meeting time.)*

a. Treasurer *(financial)*

b. Secretary *(correspondence)*

c. Blank Officer Report

d. Blank Committee Report

e. etc.

8. Old Business *(previously discussed items as needed, listed, time)*

Note that “additions to the agenda” may be added as additional points

a.

b.

9. New Business *(as needed – items that have been pre-identified, listed, time)*

Note that “additions to the agenda” may be added as additional points

a.

b.

10. Next meeting date

11. Adjourn *(closing time)*