

# Agenda Planner

Name of Club \_\_\_\_\_ Date \_\_\_\_\_

1. Call to order (President)
2. Opening ritual (Vice President and Song or Recreation Leader)
3. Roll call (Secretary)
4. Introduction of guests – (President) - List names:

\_\_\_\_\_  
\_\_\_\_\_

5. Minutes of previous meetings (Secretary)
6. Treasurer's report (Treasurer)
7. Reports of committees – List committees and names of people who will report:

\_\_\_\_\_ report by \_\_\_\_\_

\_\_\_\_\_ report by \_\_\_\_\_

8. Old business - List topics to be discussed:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

9. New business - List topics to be discussed:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

10. Appointment of committees (President)
11. Closing ritual (Vice President)
12. Adjournment (President)