

# The Agenda

**Name of Organizations/Committee:**

**Date of Meeting :**

**Call to Order:**

**Roll Call:**

**Introduction of Guests:**

**Additions to Agenda:**

**Reading/Approval of Previous Meeting Minutes:**

**Reports:**

- Executive Board Members/Officers
- Financial Order
- Committee Chairs

**Communications/Correspondence:**

**Old/Unfinished Business**

**New Business:**

**Evaluation of the Meeting and/or Past Programs:**

**Announcements/Next Meeting Time and Location:**

**Adjournment:**