

607 Suggested Agenda for a Club Business Meeting

1. President or designated Chair- Call to order.
2. Welcome and Introduction of Guests.
3. Grace - If meal is to be provided.
4. Devotions
5. Sing Song
6. Secretary's Report:
 - Minutes of Previous Meeting
 - Approval
 - Matters Arising
 - Minutes of Previous Executive or Directors Meeting
 - Correspondence
7. Treasurer's Report:
 - Club's Financial Standing
 - Membership Dues
 - Bills Paid
 - Bills outstanding
8. Committee Reports:
 - Reporting Committees
 - Non Reporting Committees
 - Special Committees
9. Other Business
10. Adjournment