

Suggested Agenda

1. Call the meeting to order punctually
2. Welcome members and inquire of visitors and welcome them.
3. Ask for any announcements
4. Request the reading of the minutes of the last meeting
 - a. Ask if there are any corrections or additions
 - b. Request a motion to approve as read
 - c. Voice response is OK
5. Request the Treasurer to give a report
 - a. Ask for any questions
 - b. Report will be filed for audit
6. Is there any old business
7. Is there any new business
8. Request someone to show the challenge for the month
9. Ask the 1st VP to announce and introduce the program
10. After about 45 min. the program should be finished.
11. Announce members who provided refreshments –invite visitors to join in and visit with other members.
12. Ask for any comments for the members.
 - a. If there is none, then adjourn the meeting (“The meeting is adjourned.”)