

WEEKLY MEETING AGENDA

Pledge of Allegiance at first meeting of every month

1. Acknowledge _____, the chorus, and _____, at the keyboard
2. Recording Secretary _____ to read the minutes of the last meeting
3. Corresponding Secretary _____ report
4. Attendance today is _____
5. Returnees: (read from list from the rear of the room) _____
6. Guests here today are:

Member: _____ Guest: _____

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7. Committee Reports (Insert Names):

- a. Outreach _____
- b. Timely Topics (note meeting week before and day of) _____
- c. Trips Committee _____
- d. Golf Committee _____
- e. Bridge Committee _____
- f. Walking Committee (note two meetings before) _____
- g. Fishing Committee _____
- h. Technology User Group _____
- i. Bocce _____
- j. Other Committees (e.g., Bulletin, Membership, Picnic, Tennis) _____

8. Election of New Members:

Sponsor _____ Candidate: _____

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9. Announcements: (e.g. Bulletin, Ladies Day, Volunteer Sheets, Special Needs) _____

10. Death(s) of Members _____

Last Meeting of the Month:

A. Bulletin Editor (for month after next): _____

Deadline (material due to editor): _____

B. Recognition of Birthdays, Birthday Chairman: _____

C. Program Chairman for next month is: _____

D. Award Certificate to Program Chairman for this month _____

E. Turn meeting over to Program Chairman for this month _____

(Give this, returnees sheet, new members & guests sheet to Recording Secretary.)