

SAMPLE BOARD MEETING AGENDA

(Please note: Comments in () are informational, do not include in agenda.)

LWV of _____ Board Meeting Date: _____
Place: _____ Time: _____
Directions: _____

AGENDA

- 7:00 P.M. COFFEE (optional)
- 7:15 P.M. MINUTES (Any additional corrections?) M. Patterson
- TREASURER'S REPORT J. Smith
(Previous balance, expenditures including PMP's, income, current balance, and new membership data if not covered by a membership report)
- PRESIDENT'S ANNOUNCEMENTS & CORRESPONDENCE T. Blair
(Correspondence from national, state and other leagues, invitation, local concerns, etc.)
- 7:30 P.M. MEMBERSHIP REPORT R. Corby
(Current paid members, number of new members since last report, drops, total current membership compared to last year, prospects for getting and involving new members, plans for orientation, etc.)
- 7:45 P.M. PUBLICATIONS (Distribution of new material, plans for local publications, etc.) S. Hall
- FINANCE (Progress of finance drive, plans for campaign, prospects, follow-up) M. Miller
- 8:00 P.M. LOCAL PROGRAM (Statements to local boards, plans for meetings, review of consensus on local issues, etc.)
- STATE PROGRAM (Review of progress on state issues, action and studies, etc.)
- NATIONAL PROGRAM (Same as above, status of studies and action, meetings, etc.)
- 8:30 P.M. BREAK (optional)
- 8:40 P.M. BULLETIN (Content, deadlines, mailing help) E. Page
- 8:45 P.M. VOTERS SERVICE H. Rubin
(Plans, decision as to meetings, format, speakers bureau, distribution of FACTS FOR VOTERS, etc.)
- 9:00 P.M. OTHER COMMITTEE REPORTS (e.g.: Bylaws, Nominating, Budget, Social evening)
- 9:20 P.M. GENERAL MEMBERSHIP MEETING (Speaker, hospitality, place, etc.) L. Lake
- 9:30 P.M. NEW BUSINESS

DATES TO REMEMBER

- Sept. 15 Primary Election Day
Sept. 19 - 9:30 am Finance Drive letter writing -- Smith's
Sept. 23 - 7:30 pm Master Plan meeting -- Johnston's
Sept. 28 - 7:00 pm Board Meeting
Oct. 4 - 8:00 pm New Member-Meet the Mayor Meeting -- Pell's

OCTOBER BULLETIN ASSIGNMENTS

(to E. Page by Sept. 15)

- Linda Lake - General Membership Meeting
Helen Rubin - Candidates Forum
Miriam Miller - Finance Drive "Thank You"
Ruth Corby - Membership Renewal Reminder

PLEASE call Terry Blair (111-1111) if you cannot attend. PLEASE bring your written report for the secretary.