



**SAMPLE AGENDA**  
**(ANNUAL MEETING)**

**[DATE]**

6:00 Call to Order, Confirm Quorum, Accept Minutes

6:05 Officer Reports (President and Treasurer)

6:25 Committee Reports

6:40 Presentation of Budget, Approval if Necessary

7:00 Election of Directors

7:15 Previously Undecided Business

7:20 New Business

7:30 Announcement of Directors & Adjournment