

President's SAMPLE AGENDA:

1. Call the meeting to order.
2. Announce attendance (from Corresponding Secretary) and whether there is a quorum. Quorum consists of 1/3 total membership and two officers.
3. Call for corrections to the minutes of the last meeting.
4. Call for treasurer's report.
5. Call for committee reports.
6. Lead discussion based on agendas.
7. Call for old business.
8. Ask for new business.
9. Announce host for the next meeting.
10. Announce the program for the evening if there is one scheduled.
11. Adjourn.