

SAMPLE AGENDA

YOUR COUNTY ALLIANCE
BOARD OF DIRECTORS MEETING
HOSPITAL CONFERENCE ROOM
WEDNESDAY, SEPTEMBER 17, 2008, 10:00-11:15 am

<u>Agenda Item</u>	<u>President's Name</u>	<u>Time</u>
Call to Order	Micky Meyer	10:00
Determination of Quorum	Micky Meyer	10:02
Minutes of the August 14, 2008 Meeting	Micky Meyer	10:05
Treasurer's Report Request for Scholarship (Action)	Donald Aniston	10:10
President	Micky Meyer	10:15
President-elect	Amber Ellis	10:20
Immediate Past President	Ronald Wallace	10:25
Nominating Committee Planning and Development		
Standing Committees		
AMA Foundation	Sunny Smith	10:35
Legislation	Renee Rizzo	10:40
Membership	Susan Griffin	10:45
Health Promotion Request for funds (Action)	David Mulder	10:50
Unfinished Business Winter Fundraiser	Mickey Meyer	10:55
New Business Joint Alliance/Association Project	Mickey Meyer	11:05
Announcements		
Next meeting– October 17, 2008	same location	
Guess Who's Coming to Dinner – November 14, 2008	at 7:00 pm	
Adjournment		11:15

Suggestions: Send the agenda out a week in advance of the meeting. Make a copy for yourself that is triple-spaced and write notes to yourself, e.g., "need motion to approve minutes." **Start and finish on time!** That may be the hardest task you face, but your board members will appreciate it– and will be willing and eager to attend the next meeting!