

# Sample Meeting Agenda

## *A G E N D A*

**Date:**  
**02/29/2016**

**Time: 12:00**  
**Noon**

**Place of**  
**Meeting: Local**  
**Coffee House**  
**100 Main Street**  
**Anytown, IA**

YOUR LOGO  
HERE

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes
- Chairperson's Report
  - Monthly status
  - Update on volunteer activities
- Treasurer's Report
  - Budget Overview
  - Dues Update
- Old Business
  - Status of landscaping bids
  - Status of water quality control
- New Business
  - Possible pending litigation
  - Other new business
- Calendar
- Adjournment