

SUGGESTED AGENDA  
FOR A  
CLUB'S BOARD MEETING

CALL TO ORDER

ROLL CALL

REMARKS BY THE PRESIDENT

READING OF THE BOARD MINUTES OF PREVIOUS MEETING  
CORRECTION and APPROVAL OF MINUTES

SECRETARY'S REPORT

TREASURER'S FINANCIAL REPORT

READING OF COMMUNICATIONS OF OUTSIDE CLUBS AND/OR  
DISTRICT MATTERS

UNFINISHED BUSINESS

NEW BUSINESS

MEMBERS WITH DUES IN ARREARS

APPROVAL OF BILLS FOR PAYMENT

COMMITTEE REPORTS

Open discussion from Board Members

ADJOURNMENT