

Sample Form – Association Meeting Agenda

(Insert Association Name)

Date:

Introductions (always start with introductions of the Board Members and others critical to the success of the association)

Old Business:

Item 1: (Insert title of item)

Description: (Insert a short description of the item)

Discussion: (Insert a brief description of the discussion)

Action: (Insert the action required before the next meeting)

New Business:

Item 1: (Insert title of item)

Description: (Insert a short description of the item)

Discussion: (Insert a brief description of the discussion)

Action: (Insert the action required before the next meeting)