

Basic Meeting Agenda Template

[Your Neighborhood Association] Agenda

[Date] [Time] [Location]

- [Time] Call to Order
- [Time] Introductions
- [Time] Greetings from Neighborhood Association Chair/President (Optional: may include opening remarks, welcome, welcome to special guests, etc.)
- [Time] Approval of minutes
- [Time] Communications not requiring action: notices, announcements, etc.
- [Time] Officer reports: Treasurer, Social Chair, Land Use Chair, etc.
[Name of speaker/Role]
- [Time] Old business: business unfinished at close of last meeting
[Name of speaker, affiliation]
- [Time] New business: motions, actions, discussion, etc.
[Name of speaker, affiliation]
- [Time] Programs (special speakers, etc.)
[Name of speaker, affiliation]
- [Time] **Chair/President summarizes major points & reviews actions/assignments**
Adjourn

Next Meeting: [Date] [Time] [Location]