

*Stepping up to leadership Presentation*

**Top 10 Items for Conducting a Board Meeting**

**“Agenda Overview”**

1. Call Meeting to Order
2. Approve Minutes of Meeting
  - a) Approve
  - b) Approve with Corrections
3. Treasurers Report
4. Correspondence
5. Standing Committee Reports
  - Membership
  - Social
  - Hospitality
  - Program
6. Special Committee Reports
7. Unfinished Business
8. New Business
9. Next Board Meeting with Date, Time and Location
10. Adjourn Meeting