

## Suggested Club Board Meeting Agenda

1. Roll Call
2. Club Secretary's Report
  - Minutes from last board meeting
  - Approval to pay bills
3. Treasurer's Report
  - The Treasurer reports to the board the amount of money raised by club members and how the money was spent.
4. Committee Chairmen Reports - Each of the committee chairmen should give a brief report about their committee's activities.
5. Unfinished Business – The president presents items discussed at the previous meeting that need further discussion.
6. New Business – The president presents new topics for discussion.
7. Club evaluation (Below are discussion suggestions)
  - Discuss:
    - ways to make club meetings more interesting
    - ways to help committees be more effective
    - story ideas for the club's newsletter
    - club fundraising ideas
    - ideas about developing a club brochure
  - Plan:
    - a time to hold a club informational meeting about Kiwanis International
    - a time to hold a club informational meeting about an important issue in the community
    - the club's next major service project