Mock Agenda for Spring Leadership Advisory Board Meeting

Use this worksheet to make sure the objectives of the spring meeting are met.

Date of meeting: _____________________________________________

Location of meeting: ___________________________________________

LAB Members in attendance: _______

Guests in attendance: ________________

1. Call to order……………………………………………………………………………………………………President

2. Read and approve minutes from previous meeting……………………….Secretary

3. Guest Speaker – Business or Social Trends in County.................................All

4. Review and update issues identified last spring.................................All

5. Review county budgets and discuss programmatic

and administrative needs.................................................................President

6. Discuss legislative session and potential contact assistance

needed (if applicable).................................................................President

7. Discuss program diversity and expansion......................................All

8. Other business as needed (specific items)......................................All

9. Set date for summer meeting..................................................President