Mock Agenda for Summer 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 – Legislative or other Elected Official Updates.......................All

4. Receive updates on major program efforts in county....................................CEA’s

5. Membership review and rotation.................................................................President

6. Discuss advocacy plans for upcoming legislative session

   and fall interpretation efforts(if applicable)....................................................President

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

8. Set date for fall meeting.................................................................President