Mock Agenda for Winter 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. Receive updates from Program Area Committees...........................................PAC Presidents

4. Volunteer Recognition Event............................................................................LAB, PAC's and CEA’s

5. Motivational Speaker on Volunteerism Topic.......................................................All

   Adjourn to Business Meeting (if needed)

6. Plans for Commissioners Court Interpretation Event........................................President

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

8. Set date for winter meeting..................................................................................President