

Board Meeting Agenda

10:00 a.m. - 3:00 p.m.

Meeting Called to Order [President]

Welcome New Board Members

Distribute and Discuss Officer Duties/Timetable

Orientation of Officers/Transfer of Materials

- Review correspondence templates on website
- Distribute/discuss latest treasurer's report
- Discuss transfer of signatures on bank accounts, checkbook and cashbox
- Transfer archived CD-ROMs to new president-elect
- Transfer of gavel to new president (if not done at last spring conference)
- Transfer of equipment (laptop to new secretary and digital camera to new president-elect) and signing of equipment contract
- Web e-mail accounts set up for everyone?

Old Business from meeting at Spring Conference (if any)

New Business

Board Goals for Upcoming Year/Projects Brainstorming

- Administrative Grant application
- Student Employment Month proclamation request to governor
- Bylaws or constitution changes to propose to membership
- Legislative activities
- Publicity goals
- Membership Drive—review letter and brochure, discuss membership dues amount
- Committees (e.g., Legislative, Conference, Welcome/Birthday Card, Newsletter)—will we be forming any this year?

Fall Town Meeting planning

- Determine location and format
- Fee for non-members
- Discuss possible topics (see sample agenda on executive board resources webpage)
- Survey for Spring Conference topics

Conference Update

- Location and dates
- Proposed sessions

Other Business