

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