

**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