

## **Lakemoor Hills Garden Club Business Meeting Agenda Template**

- **Call to order**
- **Devotion**
- **Review/approval of previous meeting minutes**
- **Review of progress on Action Items from previous meeting**
- **Officer reports**
  - **Treasurer**
  - **Others as appropriate**
- **Standing Committee Chair reports**
  - **As appropriate to disclose plans, activities and issues since the previous meeting**
- **Agenda items collected by the President**
  - **Agenda items called for at least one week in advance of the meeting**
    - **Standing Committee Chairs**
    - **Garden Club members**
- **“Walk-ins”**
  - **Agenda items arising subsequent to the call for agenda items**
    - **Standing Committee Chairs**
    - **Garden Club members**
- **Action Items arising from the agenda items**
- **Adjourn**