

# Name of Neighborhood Association

## Regular Meeting Agenda

Date  
Location  
Time

Item	Action	Time <i>(optional)</i>
<b>1) Call to order</b>		6 p.m.
a) Opening remarks		
b) Introductions or roll call <i>(optional)</i>		
<b>2) Approval of Minutes</b>	Approval	6:05 p.m.
<b>3) Reports</b>	Approval or Informational	6:10 p.m.
a) Officers <i>(i.e. Treasurer...)</i>		
b) Standing committees		
c) Special committees		
<b>4) Program <i>(optional)</i></b>	Informational	6:20 p.m.
a) Guest speaker or educational activity		
<b>5) Business</b>	Approval or Discussion	6:40 p.m.
a) Unfinished business	<i>(Possible action or refer to committee)</i>	
i) (List each item)		
b) New business	<i>(Discussion for future consideration/decision)</i>	
i) (List each item)		
<b>6) Announcement</b>		6:55 p.m.
<b>7) Adjournment</b>		7 p.m.

**Next meeting** (date, time and location)

*\*Revise template as needed. Items on agenda should be tailored to fit the purpose of the meeting and the needs of the group.*