



10.04 Sample Board of Directors Meeting Agenda

Date _____ *yyyy-mm-dd*

Time _____

Location _____

Call-in number _____

Website _____

No.	Item	Attachment	Presented by
1	Call Meeting to Order		Chair
2	Approval of Agenda		Chair
3	Approval of Minutes of Previous Meetings	minutes	Chair
4	Review Action Register and Business Arising from Previous Meetings	action register	Secretary
5	Correspondence and Notices	list of correspondence and disposition	Secretary
6	President's Report - other BOAs - ACBOA - SUMA, SARM, others		President
7	Vice President's Report		Vice President
8	Financial Report	financial statement	Treasurer
9	Membership Report		Membership Chair
10	Conference Report - location and dates		Conference Chair
11	Education Report - BCTC - courses location and dates - exams		Education Chair
12	Certification Report - approvals and issues		Certification Chair
13	Communications Report - newsletter - website		Communications Chair
14	Other External Committees Reports - BSL Advisories Committee		External Committee Representatives
15	New Business		Chair
16	Next Meeting - location and date		Chair
17	Adjournment		Chair