

MEETING FLOW GUIDE

Meeting:	<i>E.g. General Assembly, Executive Committee, or Board of Directors</i>
Date:	<i>August 18th, 20__</i>
Time:	<i>17:00</i>
Venue:	<i>(Exact address and room number if applicable)</i>

Type of Meeting:		Chairperson/Facilitator:	
Minutes Taker:		Timekeeper:	

Meeting Topics		Presenter	Time
1.	Call to order	<i>Chair</i>	
2.	Review of Meeting Ground Rules (MGR)	<i>Any Member</i>	
3.	Approval of the agenda (by show of hands)	<i>Members</i>	
4.	Approval of the minutes	<i>Members</i>	
5.	Business arising		
	<i>5.1 Correspondence</i>	<i>Secretary</i>	
	<i>5.2 Financial Report</i>	<i>Treasurer</i>	
	<i>5.3 Expenses</i>	<i>Pres. & Treas</i>	
	<i>5.4 Revision of constitution</i>	<i>BOD member</i>	
6.	New business		
	<i>6.1 Some project for 20__</i>	<i>BOD</i>	
	<i>6.2 Election of Officers</i>	<i>Members</i>	
	<i>6.3 Fund raising</i>	<i>Treasurer</i>	
7.	Attachment - FYI		
	<i>7.1 E.g. importance of presented project</i>	<i>Handouts</i>	
8.	Next Meeting (vote by show of hands)	<i>Members</i>	
9.	Adjournment	<i>Chairperson</i>	
10.	Any Other Issues (AOI)	<i>Open</i>	
	<i>10.1</i>		
	<i>10.2</i>		
	<i>10.3</i>		

Members: (attach attendance sheet)