

## AGENDA SCRIPT

1. The meeting will please come to order
2. Recognize guests present and welcome them
3. \_\_\_\_\_ will you please lead us in the Pledge of Allegiance?
4. Our invocation tonight will be given by\_\_\_\_\_.
  - Please see the Code of Ethics at your seat. (optional)
5. Please enjoy your meal. Thanks to \_\_\_\_\_ for our dinner tonight.
6. We will now begin our Business Meeting
7. Recording Secretary, \_\_\_\_\_, will you please give the results of the silent roll call – or have Secretary call the roll
8. You have received a copy of the minutes. Are there corrections?
  - The minutes stand approved as presented \_\_\_\_\_
  - The minutes stand approved as corrected \_\_\_\_\_
9. Corresponding Secretary, \_\_\_\_\_, will you please read correspondence not requiring action
10. Treasurer, \_\_\_\_\_, will you please present the Treasurer’s Report
  - The Treasurer’s report will be filed for audit
11. President-Elect \_\_\_\_\_, will you please present our Division Reports
  - Projects – \_\_\_\_\_ (coordinator’s name)
  - Operations – \_\_\_\_\_(coordinator’s name)
  - Fund Raising – \_\_\_\_\_(coordinator’s name)
12. Unfinished Business
  - If no unfinished business – simply state” We do not have any unfinished business”
13. New Business
14. Announcements–
15. The meeting is adjourned