

**Agenda SAMPLE**

**Club Name:** Civic Engagement Club

<b>DATE:</b> 2/2/2022 <b>TIME:</b> 11 am - 12 pm <b>LOCATION:</b> SC 401, Zoom link -----		
Title	Name	Present/Absent
President	Ashley Sims (AS)	
Vice President	David Mills (DM)	
Treasurer	Natty Green (NG)	
Senator	Lily Owens (LO)	
Senator	John Chris (JC)	

**I. CALL TO ORDER (What time did the meeting start)**

**II. APPROVAL OF MINUTES (Approval of past meeting minutes)**

**III. PUBLIC COMMENTS (Guest of the meeting)**

**IV. APPOINTMENTS & RESIGNATIONS**

**V. OLD BUSINESS**

- a. Pizza Party for the End of the Year celebration.

**VI. NEW BUSINESS**

- b. Deciding on what to buy for the Pizza Party and how much we need to spend.

**VII. AGENDA REQUESTS (Future Meeting)**

**VIII. ANNOUNCEMENTS/COMMENDATIONS**

**IX. ADJOURNMENT**