Suggested Club Officer Meeting Agenda

1. Roll Call

2. Club Secretary’s Report
   - Minutes from last board meeting
   - Approval to pay bills

3. Treasurer’s Report—The treasurer reports to the board the amount of money raised by club members and how the money was spent.

4. Committee Chairpersons’ Reports—Each of the committee chairmen should give a brief report about their committee’s activities.

5. Unfinished Business—The president presents items discussed at the previous meeting that need further discussion.

6. New Business—The president presents new topics for discussion.

7. Club evaluation (Below are suggestions for discussion and planning topics.)
   Discuss:
   - Ways to make club meetings more interesting.
   - Ways to help committees be more effective.
   - Story ideas for the club’s newsletter.
   - Club fundraising ideas.
   - Ideas about developing a club brochure.

   Plan:
   - A time to hold a club informational meeting about Kiwanis International.
   - A time to hold a club informational meeting about an important issue in the community.
   - The club’s next major service project.