**SAMPLE TEMPLATE – Simple Agenda**

**ABC Community League**

**Board Meeting**

**Feb. 14, 2009, 7 – 10 p.m., ABC Hall**

**AGENDA**

1. Welcome
2. Minutes of last meeting
3. Old business
   1. Proposal re: date change of spring BBQ
4. New business
   1. Delegates to directors’ workshop
   2. Report from Promotions Committee
   3. Required Hall repairs
5. Future agenda items
6. Date of next meeting
7. Adjourn – 10 p.m.

*Source: “Board Development – Meetings that Work” PDF, Board Development Program, Alberta Culture and Community Spirit.*