1. **Welcome 9:00 – 9:05**
2. **Review Agenda for day 9:05 – 9:15**
	1. Volunteer to keep us on track
	2. Communication agreements
3. **Committee Roles and Responsibilities 9:15 – 10:15**
	1. Read and review
		1. Edit as necessary
		2. Confirm wording for Policy Manual
	2. Reassign as necessary
4. **Board Positions 10:15 – 11:15**
	1. Read and review [job descriptions](file:///G%3A%5CMy%20Drive%5CSGMP%5C2019%20-%202020%5CBoard%20Stuff%5CSGMP%20POLICY%20MANUAL%2003012019.pdf) [page 60]
	2. Job description Q&A
	3. Read and review chapter specific additions
		1. Edit as necessary
		2. Confirm wording for Policy Manual

**[Break] 11:15 – 11:20**

1. **FY 2020 – 2021 Budget 11:20 – 12:00**
	1. Review draft budget
		1. Edit as necessary

**[Working Lunch] 12:00**

1. **Chapter Policy Manual 12:00 – 2:00**
	1. Review draft policy-by-policy
		1. Edit as necessary
	2. Plan for final version and release

**[Break] 2:00 – 2:10**

**Chapter Policy Manual *(continued)*  2:10 – 3:00**

1. **Chapter Operations Planning 3:00 – 3:45**
	1. Purpose
	2. Review document
	3. Set chapter goals
2. **Wrap-Up 3:45 – 4:00**
	1. Recap action items and deadlines
	2. Good of the Order
3. **Adjournment 4:00**