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:\My%20Drive\SGMP\2019%20-%202020\Board%20Stuff\SGMP%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**