1. **Call to Order** 
   1. **Review one Member Bill of Right**

Choose a Right to review.

1. **Roll Call**
2. **Approval of Board Meeting Minutes** **from** Select Date
3. **Reports**
   1. **Officer Reports** 
      1. President
         1. Confirm monthly/annual report filings are current
         2. Confirm monthly financial statements review was completed
         3. Review Chapter Business Plan status & priorities
         4. Provide SGMP national and regional update(s)
         5. Executive Committee Action
      2. First Vice President *(as needed)*
      3. Second Vice President *(as needed)*
      4. Secretary *(as needed)*
      5. Treasurer
         1. Review latest bank statement and its receipts
         2. Review upcoming debits
         3. Review upcoming credits, if any
         4. Review revenue vs expenses for current meeting
            1. Issue payment for F&B
            2. Issue payment for speaker, if any
            3. Issue payment for venue, if any
   2. **Committee Chair Reports**
      1. Membership
         1. Confirm & assign the month’s recruitment, retention & reclamation action plans
         2. Confirm 50/50 ratio status and assign action plan
         3. Review 30, 60, 90 day membership renewals and assign action plan
         4. Review waitlist status
         5. New members to recognize at today’s chapter meeting
      2. Programs
         1. Review feedback survey results from Select Date meeting
         2. Assign speaker gift donation for Select Date meeting
         3. Confirm upcoming meeting locations, topics, and speakers

Venue name

Host name

Physical Address

Name of Program Choose one

Name, Title, Affiliation

* + 1. Hospitality
       1. Review upcoming birthdays
          1. Sign cards
       2. Review upcoming membership anniversaries
       3. Discuss special guests to recognize at today’s chapter meeting
       4. Discuss member career and life milestones to acknowledge *(carry forward to Communications)*
       5. Sign thank you cards for today’s host and speaker
  1. Communications
     1. Newsletter topics
     2. Facebook posts to schedule for next month
     3. Instagram posts to schedule for next month
     4. LinkedIn group topic for current month
     5. Website updates
  2. Fundraising
     1. Review quarterly fundraising plan
     2. Discuss ad sponsorship and revenue
     3. Consider outside fundraising opportunities
  3. Community Involvement
     1. Review and discuss quarterly community involvement plan
  4. Other Reports
     1. Ad Hoc Committee(s) *(as needed)*
     2. Ad Hoc Task Force(s) *(as needed)*

1. **Unfinished Business** *(if applicable)*
2. **New Business**
3. **Wrap-Up**
   1. Recap action items and deadlines
   2. Announcements
   3. Good of the Order *(not included in minutes)*
4. **Adjournment**