**Meeting Agenda – Chapter Meeting**

# Meeting Information

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| Date: | 1/8/2016 | Location: | Waverly House |
| Time: | 6:00 PM | Meeting Type: | Chapter Meeting |
| Chaired By: | Don Emmitt | Secretary: | Tish Montgomery |
| Attendees: | Chapter Members | Timekeeper: | Dana Watson |

# Preparation for Meeting

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| Please Read: | **Chapter Officer and Committee Reports, attached as follows:**P01: Minutes of December Meeting P02: Report of the Committee preparing for the InstituteP02A: Report of Institute Locations researchP02B: Report of Institute Lunch researchP03: Report of the Chapter President P04: Report of the Chapter TreasurerP05: Report of the Bylaws Committee P06: Report of the Membership Committee |
| Please Have Available: | Chapter Bylaws |

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| **AGenda Items (Related Prep)** | **Time AlloTted\*** | **NOTES** |
| 1 | **Approve minutes (P01)** | 5 minutes |  |
| 2 | **Report of the Institute Committee (P02)** | 30 minutes |  |
|  | Date determined at December meeting (April 25, 2016) |  |  |
|  | Decide on location: Bank Tower vs. Library Public Room (P02A) | 10 minutes |  |
|  | Theme (Prescription for a Great Meeting) or no theme? | 5 minutes |  |
|  | Who are the possible presenters? | 5 minutes |  |
| Fo | Assign breakfast items to be brought in (coffee, juice, sweet rolls, fruit)  | 5 minutes |  |
|  | Decide on lunch providers (P02B) | 5 minutes |  |
|  | **Recommendations from Reports** |  |  |
|  | Shall we move funds from CD at First Financial Bank to a money market account? (P04) | 10 minutes |  |
|  | **Questions from Reports** | 5 minutes |  |
|  | **New Business** | 10 minutes |  |
| *Allotted times are an estimate, only, and will not be considered part of the official agenda.* |

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| **ACTION ITEMS FROM PREVIOUS MEETING** | **RESPONSIBLE** | **NOTES** |
| 1 | Determine locations for Institute (P02A) | Lee Rodriguez | Both the Bank Tower and the Library Public Room are available. The meeting room at the civic center was not available. |
| De | Determine list of lunch caterers (P02B) | Andy Benoit | Menus provided from Jason’s Deli, Seventh Heaven, and Panera Bread. Seventh Heaven will deliver, but costs $1 more per person. |