

Social Service Agency Meeting

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Revised Agenda

1. Welcome and Introductions
2. Approval of Previous Meeting Minutes
3. Updates from Department Heads
4. Discussion on Upcoming Community Programs
5. Financial Overview and Budget Planning
6. Open Forum for Member Concerns
7. Next Steps and Closing Remarks

We look forward to your attendance and contributions.

Best Regards,

[Your Name]

[Your Position]

[Agency Name]

[Contact Information]