

# Committee Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

## Agenda Items:

1. Call to Order
2. Approval of Previous Meeting Minutes
3. Reports
  - o Chairperson's Report
  - o Treasurer's Report
4. Old Business
5. New Business
6. Open Forum
7. Next Meeting Date
8. Adjournment

Please confirm your attendance by [Insert RSVP Date].

Thank you,  
[Your Name]  
[Your Position]  
[Committee Name]