



Chapter Leadership Conference Sample Agenda

November 2, 2000

9:00 AM to 9:45 AM

The SunBurst Resort

Scottsdale, Arizona

Meeting called by:	DHI Chapter	Facilitator:	President / Chairperson
Type of meeting:	Business Meeting	Minutes by:	Secretary
Attendees:	DHI Members & Guest		

----- Agenda Topics -----

1. Call to Order / Meeting Overview	President	9:00 – 9:05 AM
2. Acknowledge Guests & VIP's in Attendance	President	9:05 – 9:10 AM
3. Appointment of meeting Chairperson Opt.	President	9:10 – 9:15 AM
4. Roll Call or Self Introductions	Secretary	9:15 – 9:20 AM
5. Establishment of Quorum Present	Secretary	9:20 – 9:25 AM
6. Reading and Approval of Minutes	Secretary	9:25 – 9:35 AM
7. Reports-Officers and Committee Chairs	Committee Chairs	9:35 – 10:00 AM
8. Announcements	Chairperson	10:00 – 10:15 AM
9. Unfinished / Old Business	Chairperson	10:15 – 10:30 AM
10. New Business	Chairperson	10:30 – 10:45 AM
11. Elections (if applicable)	Nominating Comm.	10:45 – 11:00 AM
12. Program	Guest Speaker	11:00 – 11:45 AM
13. Announcement of Next Meeting	Chairperson	11:45 – 11:55 AM
14. Adjournment	Chairperson	11:55 - Noon

----- Agenda Topics -----

Call to Order / Meeting Overview

President

9:00 to 9:05 AM

Items to mention:

Acknowledge Guests & VIP's in Attendance

President

9:05 to 9:10 AM

Introductions:

Appointment of meeting Chairperson (Optional)

President

9:10 to 9:15 AM

Appoint Chairperson:

Roll Call or Self Introductions

Secretary

9:15 to 9:20 am

Record of all attending the meeting:

Establishment of Quorum Present

Secretary

9:20 TO 9:25AM

Minimum number of members required to conduct business is _____:

Quorum established with _____members.

Reading and Approval of Minutes

Secretary

9:25 to 9:35 AM

Motion to accept minutes _____ Second _____

Discussions:

Reports-Officers and Committee Chairs

Committee Chairs

9:335 to 10:00 AM

President's Report:

Treasurer's Report:

Program Committee:

Education Committee:

Social Committee:

Other:

Announcements	Chairperson	10:00 to 10:15 AM
Unfinished / Old Business Discussion:	Chairperson	10:15 TO 10:30 M
New Business Discussion:	Chairperson	10:30 to 10:45 AM
Elections (if any) Nomination and voting process:	Nominating Committee	10:45 to 11:00 AM
Program Introduce speaker and topic:	Guest Speaker	11:00 to 11:45 AM

Announcement of Next Meeting**Chairperson****11:45 to 11:55 AM**

Announce next meeting time and location:

Adjournment**Chairperson****11:55 to Noon**

Motion to adjourn _____ Second _____ Adjourned _____