Modern Woodmen of America

Board Meeting Minutes

Date: **Time:**

Location:

Attendees:

Welcome and introductions:

- Welcome and introduce new attendees.
- Recognize successes that your chapter has accomplished since your last meeting.
- Discuss the agenda for this meeting.

Review:

- Share details from chapter's financial accounts.
  - Funds that have been used since the last meeting.
  - Funds that are available and how to use them for members' best interest.
- Past events and activities - what went well and what could have gone better.
- Activity suggestions from members that have been brought to the board's attention.

Notes

Continue

Planning:

- Brainstorm ideas for events that will create an experience for members.
- Plan and schedule future events - keep Premier status in mind.
- Divide up tasks between board members for each event.
- Set goals that you would like your chapter to accomplish by the next meeting.

Notes

Closing remarks:

- Discuss any topics that have not been addressed yet.
- Address questions about anything that was discussed during the meeting or in general.
- Review upcoming events that were decided on.
- Thank everyone who attended for their time.

Notes

Clear form

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