

Standard Agenda Format

Campbell River Amateur Radio Society

Date: _____ **Time:** 7:30 PM **Place:** SARS 2nd floor Main Meeting Room

Acknowledge CRARS Executive (show of hands)

president:	VA7ABC	vice president:	VA7JKL
secretary:	VA7DEF	treasurer:	VA7MNO
councilor:	VE7GHI		

Welcome CRARS members (total head count includes Exec)

Recognize guests and new members, introductions by inviting member

Call for and record last minute agenda items from the floor under New Business

PART 1....Formal Financial Business

1. Secretary Report
 - Previous meeting minutes (accept/motion or propose modifications)
 - Correspondence (member questions only)
2. Treasurer Report (member questions only)
3. Committee Reports :
 - Social and Publicity – VE7GGG
 - Membership - VE7HHH
 - etc

PART 2....Formal Project Reports and New Business

Project Reports

1. project #1 - VA7XXX
2. project #2 - VE7YYY
3. etc.

New Business

1. new item #1 (previously submitted item)
2. new item #2 (previously submitted item)
3. new items from the floor.(last minute items)

PART 3....Members Corner

1. accolades, bitches, comments, etc.
2. members time on the floor (announcements, undertakings, help needed, etc)

At this point the formal meeting will close and the education component will begin

3. presentation/education/auction/constructing/social/etc.

Future meeting dates - DDMMM, DDMMM, DDMMM, etc.

CRARS web page - www.ve7crc.org