

LAKE ORGANIZATION MEETING AGENDA

By: *Mary Platner, Vilas County Lakes Association*



A simple 2 page form for organizing an agenda and record of a lake organization meeting:

Lake _____ Association. P.O. Box 444. Anywhere, WI.

Meeting Number: _____ Date: _____ Location: _____

Members Present: { use checkmark to indicate those present }

_____ Harry Smith, President

_____ Joe Jones, Vice-President

_____ Pat Gates, Secretary

_____ Bob Hill, Treasurer

_____ Bill Brown, Director

_____ Sam Peters, Director

Others Present: _____

Agenda: { Enter key words indicating the agenda topics. Check off an item when it is completed. Items you do not complete should be carried over to the next meeting. }

	Who:	Time:
() 1. Agenda Review (add, subtract, change order)	Pat Gates	5 min.
() 2. Approval of Minutes	Harry Smith	5 min.
() 3. Treasurer's Report	Bob Hill	5 min.
() 4. _____	_____	_____
() 5. _____	_____	_____
() 6. _____	_____	_____
() 7. Agenda items for next meeting (fill in next meeting agenda as much as possible)		
() 8. Meeting Review (see below)		

Brief Summary of topics, decisions, or conclusions and next steps (see Part 2)

Futures File: { Items for future consideration, but not for the next meeting } _____

Meeting Review: { What went well and what could be improved } _____

Next Meeting: Date _____ Time _____ Location _____

Recorder: _____

PART 2 { *Take notes during the meeting. Focus on capturing the main ideas associated with topic discussed. Summarize the discussion whenever possible.* }

TPOIC 1: { *Brief description* }

Main points:

Decisions \ Conclusions:

Next Steps:

TOPIC 2:

Main points:

Decisions \ Conclusions:

Next Steps:

TOPIC 3:

Main points:

Decisions \ Conclusions:

Next Steps:

TOPIC 4:

Main points:

Decisions \ Conclusions:

Next Steps: