

Figure 1: Sample Agenda

AGENDA

**Niagara Youth Concert Band
Board of Directors**

Thursday, December 14, 2000
Niagara Falls Public Library
7:30 p.m.

- 1. Call to Order**
- 2. Role Call**
- 3. Approval or Correction of Previous Minutes**
- 4. Reports of Officers and Committees**
 - a. Treasurer's Report (Keith Durkell)
 - b. Tour Committee (Kathy Ganapathy)
 - c. Players' Representative (Will Gibson)
- 5. Correspondence**
- 6. Matters Arising from the Previous Minutes**
 - a. Rehearsal Space Rent (John Luck)
 - b. Book Sale (Nick Bunch)
 - c. Play-a-Thon (John Van Dover)
- 7. Any Other Business**
- 8. Next Board Meeting**

Thursday, January 25, 2001
Niagara Falls Public Library
7:30 p.m.
- 9. Adjournment**