



P.O. Box 531203  
 Los Angeles, CA  
 lebanese collegiate network  
 .ORG

**LCN'10 – SAMPLE AGENDA**

**University Lebanese Club Board Meeting**

1:00 – 4:30 pm, Saturday, March 29, 2008  
 XYZ University Conference Room

Name, Position  
 Name, Position

Name, Position  
 Name, Position

Name, Position  
 Name, Position

<b>Topic (Topic Leader)</b>	<b>Time</b>	<b>Duration</b>
1. <u>Roll Call</u> (Last Name) 1.1. The secretary calls the roll	1:00 pm	5 min
2. <u>Agenda</u> (Last Name) 2.1. The board is asked to make any changes to the published agenda 2.2. The board is asked to adopt the agenda	1:05	5
3. <u>Minutes of Previous Meeting</u> (Last Name) 3.1. The board is asked for any revisions to the minutes 3.2. The board is asked to approve the minutes	1:10	10
4. <u>Treasurers Report</u> (Last Name) 4.1. Treasurer reviews income and expenses for previous period and balance sheet as of the end of the last period. 4.2. The board is asked to approve the treasurer's report	1:20	10
5. <u>New Business</u> 5.1. Approval of new scholarship process and recipients (Last Name) 5.2. Decision to create a state infrastructure report card (Last Name)	1:30 1:50	20 45
<u>Break</u>	2:35	15
5.3. Establishment of Michaels Award (Last Name) 5.4. Development of a plan for a joint meeting with local ASCE student chapter	2:50 3:05	15 30
6. <u>Old Business</u> 6.1. Review of action items from last meeting (Last Name)	3:35	10
7. <u>Standing Committee Reports</u> 7.1. Nominating Committee (Last Name) 7.2. Awards Committee (Last Name) 7.3. Program and Meetings Committee (Last Name) 7.4. Budget and Finance Committee (Last Name)	3:45 3:50 3:55 4:00	5 5 5 5
8. <u>Adjournment</u> 8.1. Board establishes next meeting date and location (Last Name) 8.2. President summaries accomplishments of meeting (Last Name) 8.3. Secretary reviews assigned action items (Last Name) 8.4. The board is asked to adjourn the meeting (Last Name)	4:05 4:15 4:20 4:30	10 5 10