**Sample Agenda**

**Fall planning meeting for *(Name of organization)***

**Date**

**Time**

1. Call to order
2. Roll call
3. Approval of minutes from the last meeting

Old Business

1. Elections *(Many organization hold elections in March and April. You can hold elections online using CampusLink. Instructions are* [***HERE***](https://lcl.okstate.edu/campuslink-user-guide.html)*)*
   1. If you opened nominations at the last meeting have enough people been nominated to closed nominations?
   2. Discussion of when and how elections will take place. *\*Elections must end before pre-finals week.*

New business

1. Fall planning
   1. What did we do great this year and what do we need to improve on?
      1. Recruiting – where are we, where do we want to be?
      2. Programs – did we hold enough programs to attract and keep our members
      3. Fundraising – did we have enough funds to do what we needed and wanted to do? Will we next year?
      4. Community service – did we participate in a community service program like Into the Streets? Do we want to do this type of program? Do we have enough people to do this?
      5. Other organization specific programs – what organization specific programs did we participate in? State, regional or national conferences, trips, banquets/recognition etc. will we be able to participate in those activities in 2020-2021?
      6. Collaboration –
         1. Are there other groups that we usually work with or want to work with?
         2. How can we get in touch with the now?
   2. Brainstorm ideas for the fall and beyond – break into teams to discuss one or two of the areas listed above(i-vi)
      1. What realistic goals do we have for the 2020-2021 year?
      2. What do we need to do now to reach those goals?
   3. Month-by-month calendar – set up an August through April calendar for 2020-2021. Include:
      1. Meetings – regular and exec.
      2. Events and activities including guest speakers
      3. Community service
      4. Collaborative events with other organizations
      5. Fundraising
      6. Organization specific events – conferences- trips, banquets etc
2. Informal discussion – discuss any plans or other ideas that were not already covered in the formal agenda.
3. Adjourn.