



Leader Training Series

4-H Club Meeting Agenda

Doug Hovatter, WVU Associate Professor and 4-H Agent

1. CALL TO ORDER AND CLOSE AGENDA
 2. PLEDGE OF ALLEGIANCE/4-H PLEDGE
 3. ROLL CALL
 4. MINUTES OF PREVIOUS MEETING - Read by Secretary
 5. TREASURER'S REPORT
 6. CORRESPONDENCE - Read by President/Secretary
- Note: Important events from county newsletter
7. Health H
 8. Head H
 9. COMMITTEE REPORTS.
 - a.
 - b.
 - c.
 - d.
 10. OLD BUSINESS
 - a.
 - b.
 - c.
 - d.
 11. NEW BUSINESS
 - a.
 - b.
 - c.
 - d.
 12. NEXT MEETING DATE:
 13. ADJOURNMENT
 14. PROGRAM (recreation, clinic, speaker, social event, presentation, member talks & demonstrations, etc.)

Agenda remains open until meeting is called to order. President asks if any member would like to be added to the agenda. Add members' name if they want to be added to the agenda and then close the agenda.

Items 1-12 should not exceed 20-30 minutes. Keep the meeting moving and on track.

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