

# **AGENDA PREPARATION**

## **BMLA**

**Below is an example of an agenda and the description for each procedure. After you have examined the description for each procedure in the Agenda below, type the following two agendas using the Future Business Leaders of America's (FBLA) Formatting Guide.**

**Key points to remember:**

- **The top margin should be 2 inches and all other margins should be 1 inch.**
- **The title AGENDA is typed in all CAPITAL LETTERS**
- **The subtitle is typed in Title Case**
- **Double space after the title, subtitle and date**
- **Double space between each procedure of the Agenda but single space each procedure's content**
- **Numbering must be in Arabic (1, 2, 3)**
- **Proofreading is always important**

### **AGENDA**

#### **Description for Each Procedure**

**July 10, 2008**

1. **Call to Order** - The Chairperson says, "The meeting will now come to order."
2. **Roll Call** - Members say "present" as their names are called by the Secretary or members sign in on the roster sheet
3. **Reading of the Minutes** - The Secretary reads a record of the last meeting
4. **Treasurer's Report** – The Treasurer reads the current balance, what was bought or sold since the last meeting, and what is planned for the future
5. **Other Officers' Reports** - Officers give reports to the group when called upon
6. **Committee Reports** – Each committee Chair announces what they have done and their results
7. **Unfinished Business** – Business that was mentioned from last meeting and further elaborated on during present meeting
8. **New Business** - Introduction of new topics and informing the assembly of other subjects and events
9. **Date of Next Meeting** – The Chairperson announces the date of the next meeting
10. **Adjournment** - The meeting ends by a motion from a individual at the meeting (the Chairperson cannot adjourn the meeting)

## **JOB 1**

Below is an example of an agenda for River Improvement Council. It is correctly formatted using FBLA's formatting guidelines. Retype River Improvement Council's agenda correctly. Place a footer on the bottom right of the agenda with your name and date.

### **AGENDA**

#### **River Improvement Council**

**November 15, 200-**

1. Call to Order - Nancy Hollingshead, President
2. Roll Call - Troy Canfield, Secretary
3. Reading of the Minutes - Troy Canfield, Secretary
4. Treasurer's Report - Shawn Petersen, Treasurer
5. Other Officers' Reports
6. Committee Reports
  - Recognition - Rusty Naile
  - Communication - Ivana Tinkle
  - Fundraising - Roc Rushmore
7. Unfinished Business
  - Telecommunications Improvement Project
8. New Business
  - East Riverfront Drive Improvement Project
9. Date of the Next Meeting
10. Adjournment

## JOB 2

Using FBLA's formatting guidelines create an agenda for the Bubba Bear Superstar Committee meeting for this upcoming Wednesday. Place a footer on the bottom right of the agenda with your name and date.

*Please read my notes below and create the agenda.*

*We need to bring up that we have to decide on the location for the upcoming Bubba Bear Fair in December and the "Catch Me If You Can" school function in January.*

*Our last meeting did not finish discussing the need for more members to assist in the Social Events committee and the Fundraising committee*

*The following are the people involved in the meeting, please include them on the agenda:*

*Chairperson is Sally Holiday*

*Secretary is Amelia Smith*

*Treasurer is Robert Meyers*

*Community Service Committee Chair is Mibu V.*

*Schiavi*

*Social Events committee Chair is Barry Smith*

*Fundraising committee Chair is Frank Lake*

*Public Relations committee Chair is Carolyn*

*Lewis*

*If you have any questions, please do not hesitate to ask.*

*Janie*