

**Zonta Club of Almost Best Practices
Business Meeting Agenda**

Date: _____

Time: _____

Location: _____

Pre meeting Activities (May include Inspiration and Pledge of Allegiance and should include introduction of guests) Except for ZI Moment below, this portion of meeting is being skipped today for time purposes and is specific to your club.

ZI Moment:	ZI Chair
Call to Order	President/Chair
Determination of Quorum	Secretary/membership chair
Approval of Minutes of Prior Meeting (previously distributed to all by email)	Secretary
Treasurer's Report (previously distributed to all by email)	Treasurer
Standing Committees Reports Membership Service and Advocacy	Membership Chair Service and Advocacy Chair
Continued Business Consideration of Fundraiser to send delegates to International Convention	Chair of Ad Hoc Committee (appointed by Pres. following last meeting)
New Business Hosting of 2016 District Conference	President/Chair
Announcements/Calendar of Events	
Adjournment	