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| **A blue and black logo  Description automatically generated** | **MPI Potomac Monthly Board Meeting Agenda** [DATE]  4:00-5:30 PM  **[VENUE]** [ADDRESS] |

**MPI Potomac is an inclusive community of meeting professionals who embrace   
learning, collaboration, and your development.**

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|  | **Agenda Item** | **Presenter** | **Time Allotted** |
|  | **Welcome** |  |  |
| I. | Call to Order  Board Member Roll Call  Introduction of Guests | Evan | 5 minutes  *(4:00-4:05 PM)* |
| II. | Consent Agenda:   * Board meeting agenda * Approval of [DATE] meeting minutes * [OTHER ITEMS, AS NEEDED] | Evan | 5 minutes  *(4:05-4:10 PM)* |
| III. | President’s Remarks | Evan | 5 minutes  *(4:10-4:15 PM)* |
| IV. | Administrator Updates | Melissa | 5 minutes *(4:15-4:20 PM)* |
| V. | Regional Council Updates |  | 5 minutes  *(4:20-4:25 PM)* |
|  | **Action Items/Discussion** |  |  |
| V. | Membership:   * [MOTIONS OR DISCUSSION TOPICS] |  |  |
| VI. | Education:   * [MOTIONS OR DISCUSSION TOPICS] |  |  |
| VII. | Finance:   * Motion to approve the [MONTH] financial report * [MOTIONS OR DISCUSSION TOPICS] |  |  |
| VIII. | Communications:   * [MOTIONS OR DISCUSSION TOPICS] |  |  |
| IX. | Office of the President:   * [MOTIONS OR DISCUSSION TOPICS] |  |  |
| X. | New Business |  |  |
|  | **Closing** |  |  |
| XI. | Birthdays, Anniversaries, Shoutouts, Thank Yous | All | 5 minutes  (\_\_\_) |
| XII. | Adjournment | Evan |  |