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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 OrderBoard Member Roll CallIntroduction 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]
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| VI. | Education:* [MOTIONS OR DISCUSSION TOPICS]
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| VII. | Finance:* Motion to approve the [MONTH] financial report
* [MOTIONS OR DISCUSSION TOPICS]
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| VIII. | Communications:* [MOTIONS OR DISCUSSION TOPICS]
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| IX. | Office of the President:* [MOTIONS OR DISCUSSION TOPICS]
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| X. | New Business |  |  |
|  | **Closing** |  |  |
| XI. | Birthdays, Anniversaries, Shoutouts, Thank Yous | All | 5 minutes(\_\_\_) |
| XII. | Adjournment | Evan |  |