



## Sample Neighborhood Meeting Agenda

[Name of Association] [Date]

1. Introductions [President/Chairperson introduces him or herself, welcomes everyone, introduces City Council Members, guest speaker, board members, recognizes new residents attending, and thanks anyone who furnished refreshments.]
2. Approval of Last Meeting Minutes [Any corrections should be noted in the new minutes. Annual meeting minutes are approved at the next regular meeting of the association, not at the next annual meeting.]
3. Read and Approve the Treasurer's Report [Relevant only if association collects money. Allow members to ask questions on any item listed.]
4. Old Business
  - a. Committee Reports [List each committee individually]
  - b. Concerns [List each unresolved concern that had no final action taken previously and is not overseen by a committee.]
5. New Business
  - a. Introduction of City Councilmember or presentation by guest speaker [Note: Place this first when applicable.]
  - b. Concerns [List each new concern.]
6. Review Meeting [Restate any motions made and action taken.]
7. Set Agenda for Next Meeting [Name any committee that should have an update at the next meeting. Restate any concerns tabled. Choose start date, time, and place of next meeting.]
8. Adjourn Meeting [List approximate time of adjournment. Always ask if anyone has anything else that needs to be discussed. Thank everyone for attending and ask for a motion to adjourn.]