

Community Committee Meeting Agenda & Minutes

> Directions: Prepare this agenda before each Community Committee Meeting. Submit the completed agenda to the Committee Chairperson. Then, distribute a copy to each member to follow along and take notes. The Committee Secretary will take official minutes and submit them to the Committee Chairperson.

> Committee: _____ **> Date:** _____

> Start Time: _____ **> End Time:** _____

1. Review Calendar

- a. Dates for Starting Positive Projects/Events
- b. Dates for Committee meetings

Notes/Minutes

2. Discuss and Plan Positive Projects/Events

- a. Goals, problems, issues, and ideas
- b. Success Stories for the media

Notes/Minutes
