

## SAMPLE REGULAR CREW MEETING AGENDA

3 Min	<b>1. Call to Order and Introduction of Guests</b>	_____ Crew President
10 Min	<b>2. Old Business</b> A. Secretary reads minutes of previous meeting B. Treasurer reports C. Crew officers' report	_____ Crew President
10 Min	<b>3. New Business</b> A. Discussion by crew members on matters that need a decision  B. Registration of new members  C. Promotion of upcoming events  D. Crew Advisor comments	_____ Crew President  _____ Administrative Vice President  _____ Program Vice President  _____ Crew Advisor
45 Min	<b>4. Crew Activity Program</b> A. Remind Venturers about materials needed, requirements, or what to bring and wear, etc. B. Introduction of presenters C. Carry out plan or conduct the activity	_____ Youth Activity Chair
2 Min	<b>5. Announce Date, Place, and Time of Next Meeting</b>	_____ Crew President
5 Min	<b>6. Closing</b>	_____ Assigned Member
	<b>7. Refreshments and Fellowship by Crew Members</b>	
<p><b>After the meeting:</b> Advisor and crew president confirm plans for the next officers' meeting. Crew president follows up with next meeting; youth activity chair to double-check all arrangements.</p> <p><b>*NOTE:</b> Conduct activity planned by committee and consultants using the activity planner.</p>		