

Sample Meeting Agenda Ohio Arts Council

Name of Organization

Type of Meeting

Day and Date

Start Time and End Time

Location

Call the **Meeting to Order**

Brief **Introductions** from all Meeting Participants

Restate the **Goals and Objectives** for the Meeting

Financial Report – if applicable

Review of Items Discussed at the a Previous Meeting – if applicable

Committee Reports – if smaller groups have been working on tasks since the last meeting

Staff Report – if the meeting is attended by staff members and community members

Action Items for Discussion – there may be several points here

Final Decisions or Voting

Next Steps

- Set date, time and place of next meeting, if applicable

Adjourn