

XXXXX Neighborhood Council

Agenda

Day of the Week Month Day, 20XX – Time p.m.

Location of Meeting

Address of Meeting Location

- I. Adopt Informal Procedures
- II. Approve Agenda
- III. Reading of Mission and Vision Statement:
 - a. (Include Mission and Vision Statement here)
- IV. Approve minutes from (state date here) attached
- V. Old Business
 - a. State all activities/events/responsibilities here
- VI. New Business
 - a. State activities/events/responsibilities here
- VII. Items for Next Meeting's Agenda:
 - a. Set meeting date (place the expected date here, to start discussion)
 - b. (Set location for meeting)
 - c. (Determine member responsibilities for tasks to be reported back the council at the next meeting)