Conducting a Meeting

**Agenda**
- Call to Order
- Inspiration (nonsectarian)
- Pledge of Allegiance
- Minutes
- Treasurer’s Report
- Correspondence
- EC or BOD Report
- Standing Committee Reports
- Unfinished Business
- New Business
- News from Principal, NPTA, GPTA and council
- Program
- Announcements
- Adjournment

**Hints**
- Don’t call unnecessary meetings
- Have a purpose and communicate it
- Provide printed agenda
- Keep time to a minimum
- Start and end on time
- Know which committees need to report