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**Women in Aviation [Chapter Name]**

**Board of Directors Meeting Agenda
 [Insert Date] | [Insert Time] | [Insert Location or Virtual Meeting Link]**

**Call to Order**

* Welcome and roll call
* Confirm quorum

**2. Approval of Previous Meeting Minutes**

* Review and approve minutes from [Date] meeting

**3. Chapter Officer Reports**

* **President’s Report**
* **Vice President’s Report**
* **Treasurer’s Report**
	+ Financial update
	+ Budget status or adjustments
	+ Status of tax filing requirements (state and federal)
* **Secretary’s Report**
	+ Membership updates
	+ Communications/records update

**4. Committee Reports (as applicable)**

* Events
* Fundraising
* Membership & Outreach
	+ Review rosters
	+ Address any expired officers
	+ Address expired memberships
* Education & Scholarships
* GIAD Planning
* Mentorship/YoPro

**5. Old Business**

* [Brief summary of continuing discussions or tasks from prior meetings]

**6. New Business**

* [New proposals, programs, or chapter decisions]
* [Upcoming events or planning needs]

**7. Open Discussion / Member Comments**

* Opportunity for board or general members to raise questions, ideas, or concerns

**8. Action Items & Assignments**

* Review of who is doing what by when
* Confirm deadlines and responsible persons

**9. Next Meeting**

* Confirm next meeting date/time/location

**10. Adjournment**