

Illinois Eastern-Iowa Key Club District

Club Name Date



Executive Board Meeting / Time / Location

ATTENDEES

Attendee, Present/Not Present

AGENDA

Old Business

- Review of last meeting agenda, what has gotten accomplished since

New Business

- Plan for this meeting
- This should be a bulleted list, expand on these topics in the notes section

NOTES

- **Subject from Agenda**
 - Subject Notes
- **Subject from Agenda**
 - Subject Notes

ACTION ITEMS

(Tasks which need to be accomplished/delegated)

Task - Person(s) Responsible

NEXT MEETING AGENDA

- Precursory plan for the following meeting
- Subjects which need to be addressed for an additional meeting