



## SAMPLE REGULAR CREW MEETING AGENDA

- |         |   |                               |
|---------|---|-------------------------------|
| 3 Min.  | <b>1. Call to Order and Introduction of Guests</b>  | _____                         |
|         |   | Crew President                |
| 10 Min. | <b>2. Old Business</b>  | _____                         |
|         |   | Crew President                |
|         | A. Secretary reads minutes of previous meeting  |                               |
|         | B. Treasurer reports  |                               |
|         | C. Crew officers' report  |                               |
| 10 Min. | <b>3. New Business</b>  | _____                         |
|         |   | Crew President                |
|         | A. Discussion by crew members on matters that need a decision                             |                               |
|         | B. Registration of new members  | _____                         |
|         |   | Administrative Vice President |
|         | C. Promotion of upcoming events   | _____                         |
|         |   | Program Vice President        |
|         | D. Crew Advisor comments  | _____                         |
|         |   | Crew Advisor                  |
| 45 Min. | <b>4. Crew Activity* Program</b>  | _____                         |
|         |   | Youth Activity Chair          |
|         | A. Remind Venturers about materials needed, requirements, or what to bring and wear, etc. |                               |
|         | B. Introduction of presenters   |                               |
|         | C. Carry out plan or conduct the activity   |                               |
| 2 Min.  | <b>5. Announce Date, Place, and Time of Next Meeting</b>                                  | _____                         |
|         |   | Crew President                |
| 5 Min.  | <b>6. Closing</b>   | _____                         |
|         |   | Assigned Member               |
|         | <b>7. Refreshments and Fellowship by Crew Members</b>                                     |                               |

**After the meeting:** Advisor and crew president confirm plans for the next officers' meeting. Crew president follows up with next meeting; youth activity chair to double-check all arrangements.

**\*NOTE:** Conduct activity planned by committee and consultants using the activity planner.