

PROFESSIONAL BUSINESS ASSOCIATES (*bold, all caps*)

(DS)

Agenda (*bold*)

(DS)

Regular Meeting of Board of Directors (*bold*)

(DS)

Tuesday, March 29, 20__, 1 p.m. (*bold*)

(DS)

Board Room, Sixth Floor (*bold*)

(QS)

1. Call to Order—Nancy Wells, Chief Executive Officer
(DS)
2. Roll Call—Harvey Rosen, Secretary
3. Reading of the Minutes—Harvey Rosen, Secretary
4. Treasurer’s Report—Julie Smith, Treasurer
5. Other Officer Reports
6. Committee Reports
 - Accounting—Larry Owens
 - Social—Bernice Adams **(SS)**
 - Fundraising—Kathy Ludwig
(DS)
7. Unfinished Business
 - Dues Increase **(SS)**
 - Name Change
(DS)
8. New Business
 - Purchase of Folders **(SS)**
 - Anniversary Celebration
(DS)
9. Date of Next Meeting
10. Adjournment

Note:

- Do not enumerate if times are used.
- If times are used, they can be aligned at the colon or left aligned.
- Numbers may be left or right aligned.