

Suggested Agenda for Class Executive Board Meeting

The executive board should discuss the following items at annual board meetings:

- . The state of the class treasury and what, if any, steps should be taken to improve it.
- . A communications plan for the year to make sure classmates are connected to one another, informed of college news and events, and involved in class activities. Topics include the production and timing of class letters, birthday cards, holiday cards, email broadcasts, and the creation of a class web site. Consider sending a questionnaire to classmates to solicit ideas for activities and ask for volunteers.
- . Mini reunion plans, including potential events, locations, hostesses, and the timing of invitations.
- . Preliminary reunion and record book plans (when applicable). Consider discussing an approximate budget, possible committee members, ideas for reunion activities, and ways to keep classmates active leading up to reunion (letters, mini reunions, and online tools).
- . Any other goals and steps to reach them.
- . A date for the next class executive board meeting.