

## SAMPLE AGENDA

### Windsurfing Club at San Bernardino Valley College

#### AGENDA

For the Regular Meeting of the Windsurfing Club at  
San Bernardino Valley College  
Thursday, October 28, 2005 at 3:00pm  
North Dining Hall, Campus Center

#### I. ORGANIZATIONAL ITEMS

1.1 Call To Order

1.2 Roll Call

1.3 Approval of Minutes

1.4 Approval of Agenda

#### II. PUBLIC FORUM

This time will be reserved for members of the public to address the officers of the Windsurfing Club. A limit of 5 minutes per person will be enforced.

#### III. PRESENTATIONS TO THE BOARD

3.1 Sports LTD Presents Windsurfing Trip to San Diego.

#### IV. REPORTS (list all officers etc. that will make a report)

4.1 President

4.2 Vice President

4.3 Treasurer

4.4 Secretary

4.5 Advisor

#### V. UNFINISHED BUSINESS

5.1 Recruitment for New Members / Spring Semester

5.2 Calendar of Events for the Spring Semester

#### VI. NEW BUSINESS

6.1 Windsurfing Clinic at Leo Carrillo Beach

#### VII. ANNOUNCEMENTS

#### VIII. ADJOURNMENT

*SPECIAL NOTE\*\* Per the Brown Act, all student organizations must post an agenda at least 72 hours in advance of their scheduled meeting. The agenda is to be posted in a public place.*