

Sample Agenda

Date:

Time:

Location:

Welcome and Introductions (10 minutes)	Area Chair
Minutes of Previous Meeting (5 minutes)	Area Secretary
Treasurer's Report (5 minutes)	Area Treasurer
Unfinished Business (5-20 minutes)	Area Chair
Committee Reports (5-20 minutes)	Committee Chair(s)
State PCARET Report (10 minutes)	State PCARET Representative
Discussion of Legislative Event (15 minutes)	
Other New Business (10-30 minutes)	
Update from Purdue (10 minutes)	Purdue Administrative Staff
Discussion (5-15 minutes)	
Set Date for Next Meeting (5 minutes)	
Adjourn	