

Reunion Weekend Class Meeting Sample Agenda

I Welcome by the Class President as presiding officer

1. Alumnae Association Update

II Reports:

1. Secretary/Scribe: review minutes of previous class meeting
2. Treasurer
 - a. Dues
 - b. Reunion
3. Reunion Gift Chair (Head Class Agent)
4. Mary Lyon Society Chair: gift planning for classes twenty-five or more years out

III Old Business

IV New Business

1. Nominating Chair's Report
2. Election of new class officers to serve for five years
3. Class connections (on-going communication/letters, mini-reunions, class notes in *Quarterly*, class website, etc.)
4. Class treasury: dues (purpose, amount, and collection)
5. Remembrance of deceased members