

# SAMPLE REGULAR CREW MEETING AGENDA

3 Min.      **1. Call to Order and Introduction of Guests**

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Crew President

10 Min.      **2. Old Business**

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Crew President

A. Secretary reads minutes of previous meeting

B. Treasurer reports

C. Crew officer's report

10 Min.      **3. New Business**

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Crew President

A. Discussion by crew members on matters that need a decision

B. Registration of new members

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Administrative Vice President

C. Promotion of upcoming events

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Program Vice President

D. Crew Advisor comments

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Crew Advisor

45 Min.      **4. Crew Activity\* Program**

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Youth Activity Chair

A. Remind Venturers about materials needed, requirements, or what to bring and wear, etc.

B. Introduction of presenters

C. Carry out plan or conduct the activity

2 Min.      **5. Announce Date, Place, and Time of Next Meeting**

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Crew President

5 Min.      **6. Closing**

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Assigned Member

**7. Refreshments and Fellowship by Crew Members**

**After the meeting:** Advisor and crew president confirm plans for the next officers' meeting. Crew president follows up with next meeting; youth activity chair to double-check all arrangements.

\*Note: Conduct activity planned by committee and consultants using the activity planner. See addendum G for sample crew activity programs.