

**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 25 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 webpage, etc.)
4. Class treasury: dues (purpose, amount, and collection)
5. Remembrance of deceased members