

# ***SAMPLE***

## **ALAIR ANNUAL BUSINESS MEETING**

insert the date of the meeting

### ***A G E N D A***

Call to order and welcome

insert name of the President

Presentation of minutes from the insert date of the  
previous business meeting

insert name of the Secretary

Financial report and report of insert current year conference  
attendance

insert name of the Treasurer

insert the year SAIR conference update  
ALAIR Participation

insert the year AIR conference update  
ALAIR Participation

Awards

*The Sutton Award*

insert name of the Past  
President

*The insert the year Best Paper Award*

*The insert the year Travel Grant Award*

Elections

insert name of the Past  
President

Other business

Recognitions and thanks

Door prizes