

# The Community Council of Gwinnett County, Inc.

## Meeting Information

Members are asked to sign in and pick up their name badges.

All members are welcome to invite guests to attend a meeting. Please have your guest sign in. Guests are allowed to attend one meeting per year; if a guest wishes to attend more than one meeting, we ask that they become members.

Member handouts must be on the table before the meeting and removed after the meeting. Remaining materials will be discarded.

A single membership is for one agency or individual. ONLY the information of the agency or individual will be published.

Please remember to be courteous to all speakers. Please turn pagers and cell phones to silent or vibrate to assure minimal disruption.

The announcements presented by members during the meeting are meant to highlight basic details about upcoming events relevant to Gwinnett County citizens, to report the result of a past function, or quickly site significant service changes within the members' organization. Twenty minutes is allotted for all announcements, so adjust your presentation accordingly. Please list event details in writing or email (using the form provided or via flyer) to the Secretary by Friday following the meeting. Otherwise, particulars will not be recorded.

## Order of Business

9:45 am Meet & Greet

10:00 am Meeting called to order

- I. Welcome
- II. Introductions/Announcements
- III. Approval of Minutes
- IV. Treasurer's Report
- V. Committee Reports
  - a. Membership
  - b. Public Relations
  - c. Networking and Resource
  - d. Community Action
- VI. Unfinished Business
- VII. New Business
- VIII. Program
- IX. Adjournment