

First Organizational Chapter Meeting (Sample Agenda)

1. Welcome
 - Sign in on the sign-up form
 - Thanks to everyone for coming here tonight
2. Introductions
 - Have people give their name, city, how long they've been painting, first project, etc.
3. Minutes
 - Designate someone with pen & paper to be the evening's secretary-for-the-moment to take minutes
4. Why We Want to Form a Chapter
 - Place to paint
 - Can meet new painting friends
 - Use painting talents for service projects to benefit the community
 - Other reasons
5. Benefits of being a member of the Society of Decorative Painters
 - Have all Society members stand
 - Take two minutes to have Society members talk to non-members about why they should join
6. Questionnaire
 - Means of finding out what people would like to see at chapter meetings
7. Steering Committee
 - Ask for volunteers to be on committee to set next meeting time/place; coordinate painting projects or classes; work on setting up checking account for the chapter
8. Pass the Hat
 - Opportunity to collect donations to purchase postage and to make copies for next chapter mailing
9. Things to be thinking about
 - Chapter name
 - Contest to design the chapter logo
 - When/where to meet in the future
 - Review the *Chapter Happenings* newsletter
 - Types of painting projects/classes to offer at chapter meetings
 - Service projects the chapter could be involved in
10. Painting Time!