President – Call Meeting to Order

Secretary –
  o Roll Call
  o Meeting Minutes from _____________ Meeting

Treasurer –
  o Treasurer’s Report

President –

Old Business:
  o –

New Business:
  o –
  o –
  o Meeting in Person

Excerpts from the Returning to Ch 5.1 In-Person Programming Checklist

**Planning for Success**

☐ Identify the goals of hosting the face-to-face meeting
☐ Review limits on number of people present. How many can be present at the same time in your county, based on its Safe Start phase?
☐ Will extra individuals (parents, siblings, etc.,) be able or allowed to remain at the gathering?
☐ Where will the gathering occur? Is there adequate space for physical distancing? (preferably outdoors; in phases <2 must be outdoors)
☐ Ensure adequate supply of prevention supplies inventory, signage, and their use/placement
☐ Discuss arrangements for participation and accessibility for all (some may choose to attend virtually)
☐ Discuss exposure possibilities and response following a possible exposure
☐ Review your communication plan to keep everyone updated on the meeting or activity
☐ Plan for absences of critical individuals (e.g. Who is back-up if leader gets a flat tire?)
☐ Ask members how they would like to be reminded of proper protocols (distancing, masks, etc.)
Club Information to share with members/families before the first meeting

☐ Expectation of gathering with no more than 5 people outside your household per week (or 10 in phase 3), as of Nov. 2, 2020.
☐ Personal protective equipment (approved masks, etc.) and physical distancing requirements
☐ Temperature check expectations (Below 100.4 F and other health screening criteria)
☐ Collection of health screening forms (WSU Visitor Attestations)
☐ Inherent risk to participating
☐ Pick Up/Drop Off plans
☐ Who is dropping off and picking up
☐ Meeting/activity agenda
☐ Accommodations (alternative meeting style, needs, etc.)
☐ Responsibility to report to Health Department
☐ Contact information for reporting to Extension faculty/staff

President –

I will entertain a motion to close the meeting.