MEETING AGENDA for your Satellite Organisation
Standard Agenda*

➢ Prepared out of 30 years of experience.
➢ When this AGENDA is adopted and made use, it will make the organisation very strong and sustainable.
➢ The members will involve themselves and the service activities will be 100% successful.

* You can add or delete the items as per your members' time availability and the requirements.
You can add or delete the Agenda items as per your members’ time availability and the requirements. It
Meeting Agenda to be strictly adhered to, by the President after selection of items from & out of this Model Agenda

### Pre-Meeting Agenda

15 minutes BEFORE THE MEETING

| Tree Planting / Tree Salute & Green Fellowship | LIGHT REFRESHMENT (Contributory – by individuals) |
When members start assembling, those who arrive early won’t waste their time. They can make the waiting time highly productive, interesting and funny.

They have the **OPTION** spending it for **FUN** or **SELF-IMPROVEMENT**.

The members who arrive early need not consider the waiting time as wasted time.

**THEY CAN MAKE IT AS**

<table>
<thead>
<tr>
<th>SPINOFF TIME</th>
<th><strong>OR</strong></th>
<th>BONUS TIME</th>
</tr>
</thead>
</table>

**THEY CAN USE THE TIME BENEFICIALLY FOR**

<table>
<thead>
<tr>
<th><strong>FUN</strong></th>
<th><strong>OR</strong></th>
<th><strong>SELF-DEVELOPMENT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>by Sunny Funny</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR Speak &amp; Peak</td>
</tr>
</tbody>
</table>
Until the regular programme starts, they will have **AMUSEMENT** by playing games particularly “Sunny Funny”

CLICK Link: Sunny Funny

**PRE-MEETING AGENDA CONTINUED**

From 15 minutes to 30 minutes

**Speak & Peak**

Look for a separate presentation
01. Assembling at the Meeting Venue & Collaring of President by an ExNoRan* : (1 minute)

02. Call the meeting to order by President : 30 seconds

03. PRESIDENT’S GREETINGS* : 30 seconds

04. ExNoRa Anthem* : 1 minute

05. ExNoRa Pledge* – a. ExNoRa’s MOTHER EARTH SALUTE & b. TREE the BEST TEACHER SALUTE 3 + 3 minutes

06. Brief Welcome by the President : 3 minutes

07. Honouring the Chief Guest by presenting him with a Potted Plant (You can get it from “DIAL FOR A REAL PLANT”). He will be briefly introduced while he is honoured

*These roles should be done by members by rotation
08. Read the agenda first duly mentioning the time & duration: 2 minutes

09. Reading of Minutes of last meeting by Secretary (oral or printed): 3 minutes

09. Approval of minutes (read/corrected): 2 minutes

10. Secretary Announcements / Birthday Greetings: 5 minutes

11. Comedy Remedy (Humourology) & Group Laughing: 10 minutes
   One read one verse from the book “Communicate & Captivate” and explain about it.
   Available in English & Tamil also e-book

12. Treasurer Report & Funds Appeal: 7 minutes

*These roles should be done by members by rotation
13. Knowledge Hunger (அறிவுபசி) Chief Guest Address an eminent person known for his acumen: 15 minutes

14. Question & Answer for: 5 minutes

15. Presentation of a memento to Chief Guest by the President, mostly a plant or tree. See pictures to be given as memento: 1 minute

16. VPs & Secretary’s report: each 2 minutes

17. One Minute Reporting by each office bearer / Member-in-charge: 10 minutes

Each member tell one development done (DAT - Do & Tell):
Meeting Agenda Continued

18. EnterTimeMent  (Entertainment by Children ExNoRas & Women ExNoRas – will be organised by Chief Secretary : 10 minutes . Shoot in mobile & post it in YouTube

19. Speak & Peak in action by Speakers ExNoRa. Public Speaking Skill Development by 2 members (by rotation ): 2 minutes each

20. Announcements on Members & announcements by members : 5 minutes

21. Vote of thanks: 3 minutes

22. National Anthem: 2 minutes

23. Adjournment of the meeting : 30 seconds
Dinner will be as you like or as groups such as senior citizens, professionals, women, youth & kids forming as groups while they eat their dinner.

Post Meeting: Goodness Gracious Time Dinner - 30 minutes

Dinner is a must in ExNoRa Meetings. People need not to rush to home to prepare food. They will stay relaxed.

DINNER OPTIONS

Buffet Dinner:— mostly pot luck / preparation as a few teams, each team preparing one item

Hotel Order—members share its cost: Get food from a good hotel

Eat & Talk: The eating time also can be made learning & fun

1. It can be “ALL-TOGETHER-EATING”

2. Natural Group Eating, they get segregated as per age, as they can talk their topic of interest & their interest like

<table>
<thead>
<tr>
<th>Men</th>
<th>Senior Citizens</th>
<th>Women</th>
<th>Youth</th>
<th>Kids</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Become a direct member of ExNoRa Innovators International and an outstanding Samaritan & crusader for Environmental Protection & Humanity Serving.

You will have a prefix Exn & You will be called an ExNoRa Innovator.
Agenda

ExNoRa MOTHER EARTH SALUTE. Hold your hands as if you are holding Mother Earth in your hand, with your eyes showing kindness to Mother Earth.
ExNoRa SIBLING TREE SALUTE
Hold your hands as if you are holding a young tree sapling

ExNoRa TREE SALUTE
See separate PPT