



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

* You can add or delete the items as per your members' time availability and the requirements will be 100% successful

The logo for 'Crisp' is displayed in white text on a black rectangular background. The letter 'i' in 'Crisp' has a small blue dot above it.

Agend
a

A graphic with the text 'THE CHOICE IS YOURS' in white, bold, uppercase letters. The background is dark and textured, possibly showing a close-up of a tree trunk or a similar natural element.

*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)

PRE-MEETING AGENDA CONTINUED

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

SPINOFF TIME

O
R

BONUS TIME

THEY CAN USE THE TIME BENEFICIALLY FOR

FUN

OR

SELF-DEVELOPMENT

by

Sunny Funny

OR

Speak & Peak

PRE-MEETING AGENDA CONTINUED

From 15 minutes to 30 minutes



Sunny Funny



Speak & Peak

Until the regular programme starts, they will have **AMUSEMENT** by playing games particularly "Sunny Funny"
CLICK Link: Sunny Funny

Speak & Peak
Look for a separate presentation

Main Meeting
Main Agenda

Fun & Frolic
Meeting

Problems
Solving
Meeting

Continuous
Learning Meeting
& Action Review
Meeting

01. Assembling at the meeting venue & Collaring of President by an **ExNoRa*** : (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**

Main Meeting
Main Agenda

Fun & Frolic
Meeting

Problems
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Meeting

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 Account 7 minutes

***These roles should be done by members by rotation**

Meeting Agenda Continued

13. Knowledge Hunger (அறிவு பசி)
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
Each member tell one development

Bringing Together People

Nation Building

Nature Saving

Nationals Serving

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

Bringing Together People

Nation Building

Nature Saving

Nationals Serving

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

Men

Senior

Women

Youth

Kids

35

Citizens

35

35

35

ExNoRa FAMILY

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

BECOME A DIRECT
MEMBER OF
**ExNoRa Innovators
International**

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
MOTHER EARTH
SALUTE . See separate
PPT

Agenda

ExNoRa SIBLING TREE SALUTE

Hold your hands as if you are holding
a young tree sapling



ExNoRa
TREE SALUTE
See separate
PPT