

SAMPLE AGENDA
Agent Stake Operating Committee Meeting

Name of operation: _____

Date of meeting: _____

1. Welcome and conducting
2. Invocation
3. Committee members present and excused
Invitees
4. Review of minutes from last meeting and follow-up on action items
5. Operational issues
 - a. Operation service plan and report
 - b. Customer satisfaction and feedback
 - c. Accessibility issues (include operating hours)
 - d. Budget
 - e. Reports on audits and other reviews
 - f. New policies and procedures
 - g. Review of programs
 - h. Success stories
6. Personnel or volunteer issues
 - a. Status of the fulfillment of labor assignments for wards and stakes
 - b. Future volunteer labor needs
 - c. Training
7. Facility issues
 - a. Safety
 - b. Maintenance
8. Items from the chairman of the bishops' welfare council
9. Items from the stake Relief Society president
10. Items from the welfare operation manager
11. Items from others
12. Summary by committee chairman
13. Action items (include schedule and name of responsible individual)
14. Time and location of next operating committee meeting
15. Benediction

Signature of agent stake operating committee chairman

Date

(Note: Address the above agenda items as needed. Not all items need be covered each meeting.)