



American Traffic Safety Services Association

**Chapter Meeting (TEMPLATE)
Thursday, September 7, 2000
Anywhere, State
Hampton Inn, 1:00 PM – 4:00 PM**

AGENDA

- I. Call to Order President
- II. Roll call and determination of quorum
- III. Introduction of new members
- IV. Approval of minutes of last meeting –
- V. President’s Report (this is optional – only if the President has a report to give)
- VI. Reports:
 - A. List outside reports like AASHTO, FHWA, etc. _____ (presenters name)
 - B. _____
- VII. Task Force Reports
 - A. _____ _____ (presenters name)
 - B. _____ _____ (presenters name)
- VIII. Unfinished Business
 - A. _____ (items brought back from the previous meeting) _____ (presenters name)
 - B. _____ _____ (presenters name)
- IX. New Business
 - A. _____ (speakers) _____ (presenters name)
 - B. _____ _____ (presenters name)
- X. Date of next meeting – (day, date, location)
- XI. Adjourn

* = attached to agenda