



**AMERICAN JUNIOR PAINT  
HORSE ASSOCIATION**

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*Have a Club  
Secretary take  
meeting minutes.  
Maintain records  
of these minutes  
in a club binder  
which can be  
passed to future  
officers.*

# SAMPLE AJPHA CLUB MEETING AGENDA

The following are brief guidelines for conducting a meeting:

- Roll Call
- Approval of agenda
- Introductions
- Approval of past meeting minutes (if available)
- Approval of treasurer's report (if available)
- Other group reports
- Old business
- New business
- Adjournment