



## **Sample Agenda for Regular Meeting**

**PRIA Local Chapter Name**

Date & Time

Hosted by

### **Registration, Welcome & Introductions**

Brief review of prior meeting & approval of minutes

### **Presentation and/or facilitated discussion**

- Industry State and Local Issues (Topics are identified or suggested by chapter participants. New and/or innovative processes, transaction problems and state legislative initiatives are some of the items you would include here.)
- Share information/handouts

### **Presentation and/or facilitated discussion**

- Industry National Issues (Suggested national topics and pertinent information are provided to chapters on the PRIA Local page at [www.pria.us](http://www.pria.us).)
- Chapter questions, concerns and suggestions for issues of interest to PRIA.

### **Next Chapter Meeting:**

- When? Where? Host?
- Suggested agenda items
- Assignments

### **Adjournment**