

## **Memorandum Three – Monthly Meetings**

### Purpose

This purpose of this memorandum is to describe the agenda and activities of the West Michigan Woodturners (WMW) monthly meeting. The monthly meetings are scheduled for the second Saturday of each month.

### Monthly Meeting Agenda

The meeting format generally includes these activities:

- members meet-and-greet time with refreshments;
- welcome and introductions;
- club business (meeting minutes, financial report, initiatives, reports, etc);
- show-and-tell and/or special guest presentation;
- final announcements and dismal;
- the leadership team session commences after the regular meeting ends.

### Meeting Place

The current meeting place is the basement of the Northwest United Methodist Church located on 3140 N. 3rd Avenue Kalamazoo.

### Guests

Guests are welcome and will be introduced at the beginning of each monthly meeting. Guests who attend on a regular basis are strongly encouraged to become members.