**Sample ABT Meeting Agenda**

**Date, Time and Location**

1. Roll call
2. Minutes from the last meeting
3. Ofﬁcer Reports
	1. Report from the ABT President:
		1. Update on ABT since last meeting
		2. Update on communication with the local Alumni Chapter (if applicable)
		3. Report on any projects or events
		4. Announcement of upcoming ABT meetings
	2. Report from the ABT Secretary:
		1. Update on ABT communication
	3. Report from the Financial Advisor:
		1. Expected ﬁnancial plan for the next month
		2. Financial plans for the summer
		3. Update on ﬁling the tax forms
		4. Update on ﬁnancial records
	4. Report from the “BB”:
		1. Update on any communication with the Headquarters Ofﬁce
		2. Report on upcoming regional and/or international events
		3. Updates on engagement with alumni and the undergraduate organization
4. Report from the Member Education Advisor
5. Report from the Recruitment Advisor
6. Report from the Alumni Relations Advisor
7. Report from the Risk Management Advisor
8. Report from the Ritual Advisor
9. Report from the Scholarship Advisor
10. Report from the Philanthropy & Service Advisor
11. Report from the chapter /colony “A”:
	1. State of the chapter/colony
		1. Scholastic Report
		2. Recruitment/New Member Education
		3. Preparation for the VBC Coach visit (if applicable)
		4. Review the chapter/colony’s visitation report (if applicable)
		5. Condition of housing facility (if applicable)
		6. Philanthropy and community service
	2. Changes in the chapter/colony bylaws
	3. Upcoming chapter/colony events
12. Report from the Chapter/colony “D”:
	1. Checkbook balance
	2. Accounts receivable status
	3. List of delinquent members, their status, and steps that have been taken to collect the delinquent debts
	4. Accounts payable balance (to Delta Chi and otherwise)
	5. Financial plan for the next month and a budget review
13. Old Business:
	1. Amendments to ABT or chapter by-laws
	2. Election of new ABT ofﬁcers (when necessary)
14. New Business:
	1. Vote on members to be inactivated
	2. Vote on members to be put on probation
	3. Action concerning accounts receivable
	4. Conﬁrm time and place of next month’s meeting
15. Miscellaneous and Announcements
	1. News of alumni that the “E” may submit to the Delta Chi Quarterly
16. Adjournment