

Sample Neighborhood Association Meeting Agenda

[Neighborhood Name] Neighborhood Association

Date: [Month Day, Year]

Time: [Start-End Time]

Location: [Meeting Location or Zoom Link]

Facilitator: [President/Chair Name]

1. Welcome & Introductions (5-10 min)

Call to order

Brief welcome and review of the agenda

Attendee introductions (optional, time permitting)

2. Approval of Previous Meeting Minutes (2-5 min)

Review and approve minutes from [last meeting date]

3. Treasurer's Report (5 min)

Summary of current budget

Updates on dues, fundraising, or grant income

4. Neighborhood Updates & Announcements (10-15 min)

Ongoing projects (e.g., traffic calming, beautification, park maintenance)

Upcoming events (block party, cleanup, safety walk)

New residents, births, achievements, etc.

5. Guest Speaker / City Update (10-20 min)

(Optional but helpful when hosting city officials or police representatives)

Example: City Council member, police liaison, floodplain manager, Neighborhood Services manager

6. Discussion & Action Items (20-30 min)

Issue #1: [e.g., Short-term rental policy, traffic concerns]

Issue #2: [e.g., Planning for fall cleanup or newsletter launch]

Votes (if needed) or task assignments

7. Open Forum / Resident Comments (10-15 min)

Time for residents to raise new issues or concerns

Limit comments to 1-2 minutes per person to maintain time

8. Next Steps & Adjournment (5 min)

Review of action items and who's responsible

Date/time of next meeting

Adjourn

Attachments (Optional)

Previous meeting minutes

Budget summary

Project proposal drafts

City notices or flyers