

**P.O. Box 772, Woodbridge, New Jersey 070 95**

**Web Site: www.jagonline.org  E-mail: JAGinfo@jagonline.org**

**Chapter of NATOA & Affiliate of the NJ League of Municipalities**

**GENERAL MEETING AGENDA**

**Tuesday, *November 22, 2016*, 11:30 a.m. - 2 p.m. In *Edison, NJ***

11:30 a.m. *Lunch is served; informal gathering*

12:00-12:35 p.m. \*Welcome & Reports\*

* Call to Order & Additions to Agenda [Chair or vice chair if chair not available].
* Approve minutes of October 2016 meeting [JAG Secretary or as designated by the president].
* Welcome new members [Membership Chair].
* Member Introductions [Attendees provide updates/issues in their town/school] – **2 minute limit**.
* Committee Reports [**3-minute limit** on each report]: - to include all open action items
	+ Standing Committee Reports
		- Executive [Chair]
			* *Report from Exec. Meeting 11/9/16*
		- Finance [Treasurer]
			* *Report*
		- Production [Committee Chair]
			* *Conference Testimonials/Videos*
		- External Relations [Committee Chair]
			* *Vendor Presentations*
			* *NATOA / NJSLOM / ACM –*

 *Upcoming Events & News*

* + Ad Hoc Committee Reports
		- Membership [Committee Chair]
			* *Report*
		- Legislative [Committee Chair]

*Report*

* + - Marketing [Committee Chair]
			* *Website / Social Media Promotion Updates*
		- Conference [Committee Chair]
			* *Gearing Up Report*
		- JAM Awards [Committee Chair]
			* *Where Things Stand-Awards Ceremony*

12:35-12:40 p.m. \*Continuing Business\*

• New Chairperson for JAM Awards

 • Where things stand in the hiring of a Data Entry Person for Finance

 12:40-1:00 p.m. \*New Business\*

• Vote on Trustees *(Three Terms are up – Bob, Stephanie and Victoria)*

• General Meeting Locations

• Discussion & Assistance: Who needs help?

1:00-2:00p.m. Demonstration by Vendor – **Clearcom**

2:00 p.m. Announcements/next meeting…. Adjournment. **Tour Facility**

Register for the JAG website by sending an email to bduthaler@jagonline.org

***The next General Meeting will be held at the JAM Awards***

***(6PM – Wednesday, December 7, 2016 in North Brunswick)****.*