**Instructions for State/Chapter Board Meeting Agenda**

This agenda template has been created to use for your state council or chapter board meetings. Please customize the agenda for your particular needs.

Step 1: Download and open the ***Meeting Agenda Template*** from the ENA Brand Center

Step 2: Replace the ENA logo with your state or chapter ENA logo

Step 3: Indicate the meeting information in the header

Step 4: Include Executive Committee names and positions were indicated (as applicable)

Step 5: Include speaker last names where indicated in parentheses