

Prepare a **notice of meeting** and **agenda** based on the notice and chairman's agenda below.

all caps Heritage Club  
 24 Chambers Drive Centre headings  
 Charlestown, Nevis

NOTICE IS HEREBY given that the monthly meeting of the Heritage Club will be held at the club house of the Moonshine Golf Club, Nevis, on Thursday, Mar 21, 2013 at 5:00 P.M.

]] CHAIRMAN'S AGENDA [ underscore

- |                                     | <u>ADDITIONAL NOTES</u> |
|-------------------------------------|-------------------------|
| 1. Call to Order                    | 1.                      |
| 2. <del>Opening</del> Remarks       | 2.                      |
| 3. <u>Prayer</u>                    | 3.                      |
| 4. Apologies for Absence            | 4.                      |
| 5. Minutes of Last Meeting          | 5.                      |
| 6. Matters Arising from Minutes     | 6.                      |
| <u>(A) Investments</u>              |                         |
| <u>(B) Induction of new members</u> |                         |
| 7. Any <u>other business</u>        | 7.                      |
| 8. New <u>Business</u>              | 8.                      |
| 9. Date of Next Meeting             | 9.                      |

NOTE: Please leave adequate space on the right for chairman to make additional notes.