



Emergency Medicine Residents' Association

Sample Agenda for Running a Successful EMIG Meeting

Agenda for EMIG Meeting Wednesday, Sept XXth, 20XX Conference Room 100; 1pm – 2pm

Old Business (15 min)

- Accept minutes from August XXth meeting
 - *(Group votes to accept content of “minutes” submitted from previous meeting)*
- Received funding reimbursement for suturing activity (Bill)
 - *(Name(s) indicate who will be initially reporting on or discussing a topic)*
- Reports on tasks and ideas from previous meeting
 - Contact with EMS dept (John)
 - Creation of email list (Fred)

New Business (40 min)

- Financial Report (Bill)
- Membership Status (Lisa)
- Intro to Emergency Medicine Lunchtime Talk – Sept XX (Sally)
- Intubation workshop – Oct XX (Heather)
- Transfer of EMIG leadership (Lisa)
- Reports from EMRA (Jen)

Upcoming Events and Deadlines (10 min)

- ACEP Conference – Oct XX
- Interest Group open house – Sept XX
- Deadline for funding submission – Oct XX
- Fall/Spring Medical Student Forum - XXX
- EMRA Awards & Scholarships - XXX
- MSC Application - XXX

Join us! Become a Member!