



## 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)**

- SAEM Conference – Sept XX
- Interest Group open house – Sept XX
- Deadline for funding submission – Oct XX