UA NY INTERGROUP

MEETING TOolkit

## Contents:

* Meeting Binder
* NY Intergroup Guidelines & Suggestions
* Printed Literature List
* 10 x Example Election Record
* 10 x Passed Motions Record
* 10 x Speaker List
* 10 x Sheet Protector (for use with the meeting format)
* Treasury Binder
* 2 x Pocket (for use with prudent reserve and/or checkbook, receipts, etc.)
* 10 x Example Treasury Report Form
* Loose
* 10 x Contact Sheet
* 10 x Meeting Flyer (always ask for permission from the owner of the noticeboard before posting!)