**Meeting Minutes**

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| **Meeting Called By** | (President) |
| **Type of Meeting** | Board Meeting |
| **Date of Meeting** |  |
| **Consultants Present** |  |
| **Note Taker** | (Secretary) |
| **Officers Present** |  |
| **Absent** |  |
| **Special Guests** |  |

**Agenda Topics**

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| 1 | Review and Approval of Minutes/Agenda/Budget | |
| Discussion | |  |
| Conclusions | |  |
| Action Items/ Responsibilities | |  |

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| 2 | Agenda Topic | |
| Discussion | |  |
| Conclusions | |  |
| Action Items/ Responsibilities | |  |

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| 3 | Agenda Topic | |
| Discussion | |  |
| Conclusions | |  |
| Action Items/ Responsibilities | |  |

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| 4 | Agenda Topic | |
| Discussion | |  |
| Conclusions | |  |
| Action Items/ Responsibilities | |  |

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| 5 | Agenda Topic | |
| Discussion | |  |
| Conclusions | |  |
| Action Items/ Responsibilities | |  |

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| 6 | Agenda Topic | |
| Discussion | |  |
| Conclusions | |  |
| Action Items/ Responsibilities | |  |

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| 7 | Agenda Topic | |
| Discussion | |  |
| Conclusions | |  |
| Action Items/ Responsibilities | |  |

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| 8 | Agenda Topic | |
| Discussion | |  |
| Conclusions | |  |
| Action Items/ Responsibilities | |  |

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| Items for next agenda |  |

Next Meeting: TBD