Meeting Minutes

Date & Time:

Location:

Attendees:

**Call to Order**: The meeting was called to order at \_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the Board Chairperson).

1. Approval of Agenda. This Agenda was unanimously approved by the Board of Directors with no alterations or issue.
2. Issue 1
3. Issue 2
4. Issue 3
5. Issue 4
6. New Business
7. Issues Tabled for Next Meeting

**Adjournment**. The meeting was adjourned at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ by the Board Chairperson.

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| **Minutes Approved By:**  **Board Chairperson**  Signature  Print Name | **Minutes Prepared By:**  **Board Secretary**  Signature  Print Name |