MINUTES	DATE	TIME	LOCATION	
MEETING CALLED BY				
TYPE OF MEETING				
NOTE TAKER				
BOARD MEMBERS PRESENT				
BOARD MEMBERS ABSENT				
Agenda topic: Ap	prove minutes	from the	meetina	
	MOTION MADE		MOTION 2 <sup>ND</sup> BY	
MOTION				
Result of vote on motion	n:			
DISCUSSION				
ACTION ITEMS			PERSON RESPONSIBLE	DEADLINE
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Agenda topic:				
	MOTION MADE	ВУ	MOTION 2 <sup>ND</sup> BY	
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Result of vote on motion	n:			
DISCUSSION				
ACTION ITEMS			PERSON RESPONSIBLE	DEADLINE

## Agenda topic:

MOTION MADE BY

MOTION			
Result of vote o	n motion:		
DISCUSSION			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
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	MOTION MADE BY	MOTION 2 <sup>ND</sup> BY	
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Result of vote o	n motion:		
DISCUSSION			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
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Result of vote o	n motion:		
DISCUSSION			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE

MOTION 2<sup>ND</sup> BY

## Agenda topic:

	MOTION MADE BY		MOTION 2 <sup>ND</sup> BY	
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	MOTION MADE BY		MOTION 2 <sup>ND</sup> BY	
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DISCUSSION				
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Agenda topic:				
	MOTION MADE BY		MOTION 2 <sup>ND</sup> BY	
MOTION				
Result of vote on n	notion:			
DISCUSSION				
ACTION ITEMS		PE	ERSON RESPONSIBLE	DEADLINE

## Other Items that came up during the meeting

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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General Notes		