

# MINUTES

DATE

TIME

LOCATION

<b>MEETING CALLED BY</b>	
<b>TYPE OF MEETING</b>	
<b>NOTE TAKER</b>	
<b>BOARD MEMBERS PRESENT</b>	
<b>BOARD MEMBERS ABSENT</b>	

Agenda topic: Approve minutes from the \_\_\_\_\_ meeting

MOTION MADE BY

MOTION 2<sup>ND</sup> BY

<b>MOTION</b>		
Result of vote on motion:		
<b>DISCUSSION</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

Agenda topic:

MOTION MADE BY

MOTION 2<sup>ND</sup> BY

<b>MOTION</b>		
Result of vote on motion:		
<b>DISCUSSION</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

Agenda topic:

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<b>ACTION ITEMS</b>		
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<b>MOTION</b>		
Result of vote on motion:		
<b>DISCUSSION</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

Other Items that came up during the meeting

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

General Notes

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