

# Quarterly Board Meeting Minutes

Date:

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Time:

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Location:

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Attendees

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Absentees

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Recorder

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## 1. Call to Order

## 2. Approval of Minutes from Previous Meeting

## 3. Reports

### a. Chairperson's Report

### b. Financial Report

### c. Committee Reports

## 4. Old Business

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## 5. New Business

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## 6. Announcements

## 7. Next Meeting

## 8. Adjournment

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Chairperson Signature   Date

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Recorder Signature   Date

