

Quarterly Board Meeting Minutes

Date:

Time:

Location:

Attendees

Absentees

Recorder

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

Chairperson Signature Date

Recorder Signature Date

