

Date:

Present:

Absent:

Location:

Meeting called:

Time:

Meeting adjourned:

Time:

<b>Agenda Item</b>	<b>Discussion &amp; Conclusion</b>	<b>Action Item</b>	<b>By Whom?</b>
--------------------	------------------------------------	--------------------	-----------------

Approve minutes

Officer Report – Treasurer

Officer Report – Membership

<b>Agenda Item</b>	<b>Discussion &amp; Conclusion</b>	<b>Action Item</b>	<b>By Whom?</b>
--------------------	------------------------------------	--------------------	-----------------

Old business:

<b>Agenda Item</b>	<b>Discussion &amp; Conclusion</b>	<b>Action Item</b>	<b>By Whom?</b>
--------------------	------------------------------------	--------------------	-----------------

New business:

<b>Agenda Item</b>	<b>Discussion &amp; Conclusion</b>	<b>Action Item</b>	<b>By Whom?</b>
--------------------	------------------------------------	--------------------	-----------------

Other business