

MEETING MINUTES FOR

I. MEETING DETAILS

Chairperson: _____

Secretary: _____

Date: _____

Time: _____

Location: _____

Address: _____

City: _____

State: _____ Zip: _____

II. ROLL CALL.

III. CALL TO ORDER.

IV. OLD BUSINESS.

V. NEW BUSINESS.

VI. OTHER ITEMS.

VII. ADJOURNMENT.

Minutes submitted by: _____ Print Name: _____

Approved by: _____ Print Name: _____