

LOGO HERE				
Meeting Agenda [Day, Date, Time]				
Members Attending:				
Topic	Time	Lead	Preparation	Expected Action
Call to Order/Determine Quorum <ul style="list-style-type: none">Secretary's ReportTreasurer's Report	X:00 - X:15 __ min. __ min. __ min.	Chair Secretary Treasurer	<ul style="list-style-type: none">Review Previous MinutesRead Treasurer's Report	<ul style="list-style-type: none">VoteVote
Old Business <ol style="list-style-type: none">1.2.3.	X:15 - X:25 __ min. __ min. __ min.	Name Name Name	<ul style="list-style-type: none">•	<ul style="list-style-type: none">VoteAdviseSupport idea?Appropriate funds?Send email to members?
New Business <ol style="list-style-type: none">1.2.3.	X:25 - X:20 __ min. __ min. __ min.	Name Name Name	<ul style="list-style-type: none">•	<ul style="list-style-type: none">VoteAdviseSupport idea?Appropriate funds?Send email to members?
Announcements/Events	5 min.	All	<ul style="list-style-type: none">• List upcoming events	
Feedback & Meeting Evaluation	5 min.	All	Share feedback, questions or concerns	