

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 Report Treasurer's Report 	X:00 - X:15 ___ min. ___ min. ___ min.	Chair Secretary Treasurer	<ul style="list-style-type: none"> Review Previous Minutes Read Treasurer's Report 	<ul style="list-style-type: none"> Vote Vote
Old Business 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"> Vote Advise Support idea? Appropriate funds? Send email to members?
New Business 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"> Vote Advise Support 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	