

Board Meeting Summary Outline

1. Meeting Details

- Date:

- Time:

- Location:

- Attendees:

- Absentees:

2. Call to Order

3. Approval of Agenda & Minutes

4. Reports

1. Chair's Report:

2. Treasurer's Report:

3. Other Reports:

5. Old (Unfinished) Business

6. New Business

7. Action Items & Motions

8. Announcements

9. Next Meeting

- Date & Time:

-
- Location:
-

10. Adjournment
