

# Board Meeting Summary Outline

## 1. Meeting Details

- Date:

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- Time:

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- Location:

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- Attendees:

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- Absentees:

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## 2. Call to Order

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## 3. Approval of Agenda & Minutes

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## 4. Reports

1. Chair's Report:

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2. Treasurer's Report:

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3. Other Reports:

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## 5. Old (Unfinished) Business

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## 6. New Business

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## 7. Action Items & Motions

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## 8. Announcements

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## **9. Next Meeting**

- Date & Time:

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- Location:

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## **10. Adjournment**

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