**Board Meeting**

**January 12th, 2016 9:00 AM - 13:00 PM**

**HOST:** Anne Summers

**ATTENDEES:** Bob Johnson, Anne Summers, Greg Jorgenson, Tom Witworth,

Dave Hamilton, Brandon Conrad, Christina Merrild, Rachel Ranscht

**Time Topic Presenter**

9:00 AM - 9:30 AM **1. Welcome** Ann Summers

* 1. **Opening** Ann Summers

The president announces the official start of the meeting and makes welcoming announcements

* 1. **Attendance** Ann Summers

The president reviews the list of attendees and guests

* 1. **Approval of Agenda** Ann Summers

The agenda for the current meeting is reviewed, corrections if any are made, and last minute items are added

9:30 AM - 11:00 AM **2. Review of Previous Minutes** Ann Summers

* 1. **Approve/Edit Previous Minutes** Ann Summers

Minutes from the last meeting are read aloud. Any objections made or changes requested by the group are noted as potential changes.

* 1. **Actions Taken Since Previous Meeting** Bob Johnson
     1. **Progress of Assignment** Bob Johnson

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| --- | --- | --- |
| **Time** | **Topic**  **2.2.2. Items to be Completed** | **Presenter**  Ann Summers |
| Steps needed to complete the project , possible obstacles that need to be solved | | |
| 11:00 AM - 11:45AM | **3. Reports and Operational Matters** | Ann Summers |
|  | **3.1. Reports of the C Suit** | Ann Summers |

Each member gives a small report of what had happened in there department/ committee since that last time a board meeting was held.

**3.2. Reports of the Other Committee** Ann Summers

Each member gives a small report of what has happened in their department/committee since the last board meeting.

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| 11:45 AM - 12:00 PM | **4. New Business** | Dave Hamilton |
|  | **4.1. Introduce New Items** | Dave Hamilton |
| 11:45 AM - 12:00 PM | **5. Other Business** | Ann Summers |

Usually open to the floor for items that were not in the agenda but came up during the meeting

12:30 AM - 12:45 PM **6. Round Table Evaluation** Ann Summers

Reflection on how the meeting went and what changes should be made for next time

12:45 PM - 13:00 PM **7. Adjournment** Ann Summers

Time of next meeting is also announced