**BOARD MEETING MINUTES FOR**

# MEETING DETAILS

Chairperson: Secretary: \_

Date: \_, 20 Time: : \_ ☐ AM ☐ PM

Location (name): \_

Street Address: \_ City: \_\_ \_

State: \_\_ \_ Zip: \_

# ROLL CALL.

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# CALL TO ORDER.

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# OLD BUSINESS.

\_ \_\_

# NEW BUSINESS.

\_ \_\_

# OTHER ITEMS.

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# ADJOURNMENT.

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Minutes submitted by: \_ Print Name: \_ Approved by: \_ Print Name: \_