**BOARD MEETING MINUTES**

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| --- | --- | --- |
| **DATE** | **TIME** | **LOCATION** |
|  |  |  |
| **ORGANIZED BY** | **EMAIL** | **PHONE** |
|   |   |  |
| **MEETING TITLE** |
|  |
| **DOCUMENTS REQUIRED** |
|  |
| **BOARD MEMBERS / ATTENDEES** |
|  |  |  |  |
|  |  |  |  |

**AGENDA**

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| 1. Review Previous Meeting Notes and Reports
2. Executive Director Report
3. Finance Director Report
4. Old and New Business
5. Announcements for future plans
6. Next Meeting Agenda
7. Adjournment of Meeting
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| **BOARD CHAIRPERSON APPROVAL** |
| **SIGNATURE** | **DATE** |
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