| **Board Meeting Minutes** | | | | **Date:** | | | | | | | | |  | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting Called to Order By:** | |  | | | | | | | | | | | | | | | | |
| **Type Of Meeting** | |  | | | | | | | | | | | | **Quorum Met:** | | |  | |
| **Board Member Attendees** | |  | | | | | | | | | | | | | | | | |
| **Board Members Absent** | |  | | | | | | | | | | | | | | | | |
| **Staff Attendees** | |  | | | | | | | | | | | | | | | | |
| **Guest Attendees** | |  | | | | | | | | | | | | | | | | |
| **Agenda Topics** | | | | | | | | | | | | | | | | | | |
| **Topic 1:** |  | | | | | | | | **Presenter** |  | | | | | | | | |
| **Discussion** | | |  | | | | | | | | | | | | | | | |
| **Conclusions** | | |  | | | | | | | | | | | | | | | |
| **Action** | | | | | | | **Person Responsible** | | | | | | | | **Outcome** | | | |
|  | | | | | | |  | | | | | | | | Yea: | Nay: | | Abstain: |
|  | | | | | | |  | | | | | | | |
| **Topic 2:** |  | | | | | **Presenter** | | | | | |  | | | | | | |
| **Discussion** | | |  | | | | | | | | | | | | | | | |
| **Conclusions** | | |  | | | | | | | | | | | | | | | |
| **Action** | | | | | **Person Responsible** | | | | | | **Outcome** | | | | | | | |
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| **Topic 3:** |  | | | | | **Presenter** | | | | | |  | | | | | | |
| **Discussion** | | |  | | | | | | | | | | | | | | | |
| **Conclusions** | | |  | | | | | | | | | | | | | | | |
| **Action** | | | | | **Person Responsible** | | | | | | **Outcome** | | | | | | | |
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| **Board Chair Signature:** | | | | | | | | **Board Secretary Signature:** | | | | | | | | | | |
|  | | | | | | | |  | | | | | | | | | | |