**Meeting**

**Date**

**Location**

**Time**

**Chair:**

**Secretary:**

**In Attendance:**

**Excused:**

**Absent:**

**Is a Quorum Present?**

**Welcome:**

**Reverence & Pledge:**

**Motion on Agenda:**

**Motion on Minutes:**

*Note any Action Items, Topics for Later Discussion or Calendar Items*

**Date Minutes Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Submitted by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**