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# [Committee Name]

# Meeting Minutes

[DATE]

1. Call to order

Chair called to order the meeting of the [Committee Name] at [time] on [date] at [location].

1. Roll call

Directors present:

Directors absent:

Guests present:

1. Approval of minutes from prior meeting(s) on [dates]
2. Open Items (from previous meeting)
   1. Summary of discussion / decisions made
   2. …
   3. …
3. New Items
   1. Summary of discussion / decisions made
   2. …
   3. New business/summary of discussion/action taken
4. Next meeting date
5. Adjournment

Chair adjourned the meeting at [time].

Minutes submitted by: [name]