

I. Call to order

The meeting was called to order by _____
on the date of _____ at the time of _____

II. Approval of minutes from last meeting

_____ read the minutes
_____ motioned to approve the minutes
_____ seconded the motion

The motion was carried YES NO

III. Approvals

Approvals of purchases:

_____ motioned to approve the purchases
_____ seconded the motion

The motion was carried YES NO

IV. Old Business

V. New Business

VI. Announcements

VII. Adjournment

_____ motioned to adjourn the meeting
_____ seconded the motion to adjourn the meeting
_____ adjourned the meeting