**BOARD MEETING AGENDA
TEMPLATE**

|  |  |  |
| --- | --- | --- |
| DAY AND DATE | TIME | LOCATION |
|   |   |  |
| MEETING CHAIR | EMAIL | PHONE |
|  |  |  |
| MEETING SCRIBE | EMAIL | PHONE |
|  |  |  |
| MEETING TITLE |
|  |
| SUPPORTING DOCUMENTS REQUIRED |
|  |
| BOARD MEMBERS / ATTENDEES REQUESTED |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

AGENDA

1. Agenda item 1
2. Agenda item 2
3. Agenda item 3
4. Agenda item 4
5. Agenda item 5

|  |  |
| --- | --- |
| BOARD CHAIR APPROVAL | BOARD SUB-CHAIR APPROVAL |
| SIGNATURE | DATE | SIGNATURE | DATE |
|  |  |  |  |

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