

Minutes of the _____ Meeting of the

Location of Meeting:

_____, _____

Present at Meeting: _____

The regular meeting of the _____ of _____ was called to order at _____ on _____ at _____ by _____.

I. Approval of Agenda

The agenda for the meeting was distributed and approved.

II. Review of Previous Minutes

The minutes of the previous meeting were reviewed and approved.

III. Consideration of Open Issues

1. _____

Agenda and Time of Next Meeting

The next meeting will be held at _____ on _____ at: _____

_____, _____

The agenda for the next meeting is as follows:

The meeting was adjourned at _____ by _____.

Minutes submitted by: _____

Minutes approved by: _____