**BOARD MEETING MINUTES**

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| **DATE:** | Thursday, March 3, 2016 |
| **TIME:** | 10:30 AM |
| **LOCATION:** | Conference Room B, Main Office |

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| **MEETING CHAIR:** | Sara Hudson | email: sarahudson@yourcompany.com | phone: 321-456-7890 |
| **MEETING SCRIBE:** | Steve Hart | email: stevehart@yourcompany.com | phone: 321-456-7891 |
| **MEETING TITLE:** | 2017 Development Goals | | |

**BOARD MEMBERS / ATTENDEES PRESENT:**

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| Sara Hudson | Steve Hart | Sara Hudson | Sara Hudson |

1. **Call to Order**Remarks
2. **Welcome / Introductions**Remarks
3. **Committee Leader Remarks**Remarks
4. **Agenda Items**Remarks
5. **Attendee Remarks**Remarks
6. **Approval of Previous Minutes**Remarks
7. **Executive Director Report**Remarks
8. **Voting / Reports**Remarks
9. **Meeting Policies**Remarks
10. **Other Business**Remarks
11. **Adjournment**Remarks
12. **Convene to Closed Session**Remarks

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| **BOARD CHAIR APPROVAL:** *(Signature & Date)* |  |
| **BOARD SUB-CHAIR APPROVAL:** *(Signature & Date)* |  |

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