**BOARD MEETING AGENDA**

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| --- | --- |
| **DATE:** | Thursday, March 17, 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 | | | |
| **SUPPORTING DOCUMENTS REQUIRED:** | | Agenda, Previous Meeting Minutes, Financial Reports, etc. | | |

**BOARD MEMBERS / ATTENDEES REQUESTED:**

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

**AGENDA**

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

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

**[](https://www.smartsheet.com/try-it?trp=8573&utm_source=integrated+content&utm_campaign=/meeting-agenda-templates-word&utm_medium=actions+agenda+meeting+template&lx=lfXF9ZZy5hgdO7wxpbD-zw)**