

**AGENDA**

COMMITTEE: \_\_\_\_\_

MEETING DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

I. Call the meeting to Order

II. Introduction/Overview of meeting

III. Reading/Approval of minutes

IV. Reading/Approval of financial records if appropriate

V. Discussion Items

VI. Old Business

VII. New Business

VIII. Other Items to be brought to the committee

IX. Next meeting date, time, location

X. ADJOURN

## Advisory Board Minutes

PROGRAM NAME: \_\_\_\_\_

LOCATION OF MEETING: \_\_\_\_\_

TIME: \_\_\_\_\_

COMMITTEE MEMBERS PRESENT:

\_\_\_\_\_  
\_\_\_\_\_

COMMITTEE MEMBERS ABSENT:

\_\_\_\_\_  
\_\_\_\_\_

I. Call to Order

II. Reading/Approval of minutes

III. Reading/Approval of financial records if appropriate

IV. Discussion Items

IV. Old Business: \_\_\_\_\_  
\_\_\_\_\_

V. New Business: \_\_\_\_\_  
\_\_\_\_\_

VI. Other: \_\_\_\_\_  
\_\_\_\_\_

VII. Adjournment \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

SIGNATURE