**Name of Organization**

**Meeting Date**

**Meeting Location and Time**

**Call-in Information**

**Agenda**

|  |  |  |
| --- | --- | --- |
| Time | **Welcome and Introductions** | name of organization chair or president |
| Time | **Approval of Prior Meeting Minutes** | name of organization chair or president |
| Time | **First Item of Business** | name of presenter and his/her title |
| Time | **Second Item of Business** | name of presenter and his/her title |
| Time | **Third Item of Business** | name of presenter and his/her title |
| Time | **Open Discussion** | name of organization chair or president |
| Time | **Closing Remarks** | name of organization chair or president |

Upcoming Meetings:

* meeting date, location, and time
* meeting date, location, and time
* meeting date, location, and time