

**COMMITTEE NAME:**  
**MEETING DATE & TIME:**  
**MEETING LOCATION:**

**ATTENDANCE:**

<b>MEMBERS</b>	<b>“P” denotes Present, “A” denotes Absent, “R” denotes Regrets</b>
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<b>GUESTS</b>
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	<i>Italicized text denotes information from a previous meeting.</i>		
	*Denotes new discussion on old business.		

<b>AGENDA TOPIC</b> (Committees should feel free to customize this template to make it as functional for them as possible. Other categories of topics might include Reports, Information Items, Unfinished Business, etc.)	<b>DISCUSSIONS &amp; CONCLUSIONS</b>	<b>ACTION OR RECOMMENDATIONS</b>	<b>FOLLOW-UP</b> {including dates/responsible person, status (pending, ongoing, completed)}
<b>I. Call to order</b>			
<b>II. Approval of Agenda</b>			
<b>III. Approval of Minutes</b>			

<b>IV. Old Business/Review of Actions/Recommendations</b>			
<b>1.</b>			
<b>2.</b>			
<b>V. New Business Actions/Recommendations</b>			
<b>1.</b>			
<b>2.</b>			
<b>VI. Next Meeting</b>			
<b>VII. Adjournment</b>			

**Distribution(as determined in committee operating procedure – one possibility given):**

- First; To Committee Membership for Review
- Second: Posted to the Minutes Website

**Approved by:** \_\_\_\_\_  
 Committee Chairperson (Including this Approval by chair at committee discretion)

**Guidance**

