# **Minutes**

**Call to Order** (Chapter President) – [Insert Time Meeting Started]

**Welcome, Conflicts of Interest, Antitrust1** (Executive Director)

**Roll Call & Introduction of Guests2** (Executive Director) – The following voting members were present constituting a quorum: [Insert Voting Members].

Lobbyist: [Insert Lobbyist if Present]

Staff: [Insert Staff if Present]

Guests: [Insert Guest(s) if Present]

**Opening Remarks** (Chapter President)

**Governance Items**

1. **Consent Agenda3** (Chapter President)
2. The minutes of the [Insert Date] Board Meeting are approved.
3. The financial statements ending [Insert Date] are accepted.
4. New members [Insert Names] from [Insert Month] are accepted and approved.
5. **Chapter Reports4** (Chapter President)
	1. Executive Director Report
	2. Committee Reports

**Motion:** *A* motion was made, seconded, and approved to accept the Governance items as distributed.

**Strategic Plan Goals5** (Executive Director)

 *(For example: Engagement, Membership Growth, Advocacy)*

**Unfinished Business** (Chapter President)

1. **Action Items6**

**What’s Next?7** (Executive Director)

**Adjourn** (Chapter President) – [Insert Time Meeting Ended]

**Mission Statement**
*[Insert Chapter Mission Statement Here]*