



MEETING MINUTES

Name of Group:

Place & Date of meeting:

Kind of meeting (regular or special):

Who presided:

Time meeting started:

Approval of minutes of previous meeting:

Treasurer's report:

Report of other officers and committees:

Complete motions, with name of person making motion:

Important points discussed (if have value for future reference):

Adjournment:

Outline of Educational program

Secretary's signature:

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