

# BOARD MEETING



**DATE/TIME:** March 12<sup>th</sup>, 2012 9:00 AM

**HOST:** Anne Summers

**ATTENDEES:** Bob Johnson, Anne Summers, Greg Jorgenson, Tom Witworth, Dave Hamilton, Brandon Conrad, Christina Merrild, Rachel Ranscht

## Topics

<b>Time</b>	<b>Topic</b>	<b>Presenter</b>
9:00 AM - 9:30 AM	<b>1. Welcome</b>	Anne Summers
	<b>1.1. Opening</b>	Anne Summers
	The president announces the official start of the meeting and given welcoming announcements	
	<b>1.2. Attendance</b>	Anne Summers
	The president announces the official start of the meeting and given welcoming announcements	
	<b>1.3. Approval of Agenda</b>	Anne Summers
	The agenda for the current meeting is reviewed, corrections if any are made, and last minute items are added	
9:30 AM - 11:00 AM	<b>2. Review of Previous Minutes</b>	Anne Summers
	<b>2.1. Approve/Edit Previous Minutes</b>	Anne Summers
	Minutes from the last meeting are read aloud. Any objections or changes made from the group are noted and subject to be changes. If none, the report is approved and filed.	
	<b>2.2. Actions Taken Since Previous Meeting</b>	Bob Johnson
	<b>2.2.1. Progress of Assignments</b>	Bob Johnson

<b>Time</b>	<b>Topic</b>	<b>Presenter</b>
	<b>2.2.2. Items to be Completed</b>	Anne Summers
	Steps needed to complete the project , possible obstacles that need to be solved	
11:00 AM - 11:45 AM	<b>3. Reports and Operational Matters</b>	Anne Summers
	<b>3.1. Reports of the C Suite</b>	Anne Summers
	Each member gives a small report of what had happened in there department/ committee since that last time a board meeting was held.	
	 <a href="#">excelspreadsheet.xls</a>  <a href="#">powerpointfile.ppt</a>	
	<b>3.2. Reports of the Other Standing Committees</b>	Anne Summers
	Each Head gives a small report of what had happened in there department/ committee since that last time a board meeting was held.	
11:45 AM - 12:00 AM	<b>4. New Business</b>	Dave Hamilton
	<b>4.1. Introduce New Items</b>	Dave Hamilton
12:15 AM - 12:30 AM	<b>5. Other Business</b>	Anne Summers
	Usually open to the floor for items that were not in the agenda but came up during the meeting	
12:30 AM - 12:45 AM	<b>6. Round Table Evaluation</b>	Anne Summers
	Reflection on how the meeting went and what changes should be made for next time	
12:45 AM - 13:00 PM	<b>7. Adjournment</b>	Anne Summers
	Time of next meeting is also announced	