



Promotion Committee

MEETING AGENDA & MINUTES FORM

Meeting Date: ___/___/___

Time: _____

Location: _____

Chairperson: _____

Attending: _____

Absent: _____

Top Issue: _____

Item:

Notes:

1. _____

Time: _____

Action: _____

2. _____

Time: _____

Action: _____

3. _____

Time: _____

Action: _____

4. _____

Time: _____

Action: _____

Summary/Notes for Board & Staff:

Next Meeting Scheduled for:

Date: ___/___/___

Time: _____

Location: _____

Send to: _____
