

Board Meeting

January 12th, 2016 9:00 AM - 13:00 PM

HOST: Anne Summers

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

Time	Topic	Presenter
9:00 AM - 9:30 AM	1. Welcome	Ann Summers
	1.1. Opening	Ann Summers
	The president announces the official start of the meeting and makes welcoming announcements	
	1.2. Attendance	Ann Summers
The president reviews the list of attendees and guests		
9:30 AM - 11:00 AM	1.3. Approval of Agenda	Ann Summers
	The agenda for the current meeting is reviewed, corrections if any are made, and last minute items are added	
	2. Review of Previous Minutes	Ann Summers
	2.1. Approve/Edit Previous Minutes	Ann Summers
Minutes from the last meeting are read aloud. Any objections made or changes requested by the group are noted as potential changes.		
	2.2. Actions Taken Since Previous Meeting	Bob Johnson
	2.2.1. Progress of Assignment	Bob Johnson

Time	Topic	Presenter
	2.2.2. Items to be Completed	Ann Summers
	Steps needed to complete the project , possible obstacles that need to be solved	
11:00 AM - 11:45AM	3. Reports and Operational Matters	Ann Summers
	3.1. Reports of the C Suit	Ann Summers
	Each member gives a small report of what had happened in there department/ committee since that last time a board meeting was held.	
	3.2. Reports of the Other Committee	Ann Summers
	Each member gives a small report of what has happened in their department/committee since the last board meeting.	
11:45 AM - 12:00 PM	4. New Business	Dave Hamilton
	4.1. Introduce New Items	Dave Hamilton
11:45 AM - 12:00 PM	5. Other Business	Ann 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 PM	6. Round Table Evaluation	Ann Summers
	Reflection on how the meeting went and what changes should be made for next time	
12:45 PM - 13:00 PM	7. Adjournment	Ann Summers
	Time of next meeting is also announced	