**COMMITTEE:**

**MEETING DATE:**

**PERSON PRESIDING:**

**REGULAR MEMBERS IN ATTENDANCE:**

**EX-OFFICIO MEMBERS IN ATTENDANCE:**

**OTHERS IN ATTENDANCE:**

**ACTIONS OF MEETING**

Agenda Item:

Discussion:

Action Taken:

Assigned additional duties to:

Agenda Item:

Discussion:

Action Taken:

Assigned additional duties to:

**NEXT MEETING:**

**ITEMS TO BE DISCUSSED:**