 [INSERT CHAPTER NAME HERE] BOARD MEETING

DATE - TIME - LOCATION

**Present:**

**Others Present:**

1. **WELCOME AND CALL TO ORDER**
2. **APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING**

**ACTION:**

1. **REPORT OF TREASURER**
2. **REPORT OF SECRETARY**
3. **REPORT OF CHAPTER PRESIDENT**
4. **CHAPTER MEMBER REPORTS**
5. **ANNOUNCEMENTS BY ALUMNI ASSOICATION**
6. **UPCOMING MEETINGS**

**9. ADJOURNMENT**

The meeting was adjourned at \_\_\_\_\_\_\_ p.m.

Caroline Vives-Vietri, Recorder Secretary