| **MEETING DETAILS** |
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| **Purpose:** | Board Meeting | **Date:** | December, 23, 202… |
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| **Location:** | 123 5th Street W - Boardroom A | **Time:** | 6:00 PM |

| **AGENDA** |  |
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| 1. Call To Order    1. Moderator’s Intro    2. Approval of Minutes | 5 Mins |
| 1. Updates    1. Update 1    2. Update 2    3. Update 3 | 10 Mins |
| 1. Meeting Topic 1    1. Meeting Point 1    2. Meeting Point 2    3. Meeting Point 3 | 10 Mins |
| 1. Meeting Topic 2    1. Meeting Point 1    2. Meeting Point 2    3. Meeting Point 3 | 20 Mins |
| 1. Questions & Answers | 15 Mins |

| **ADDITIONAL NOTES** |  |  |
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| * Other Notes Title: |  | Brief description of other notes. |
| * Add new row - Right-click and select *“Insert new row below”:* |  | Brief description of other notes. |