| **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. |