­

Facilitator: [NAME]

Date & Time [mm/dd/yyyy: 00:00]

Minutes

**Date**: [Date]

**Time**: [Time]

**Facilitator**: [Facilitator]

# Board members

Name, Title 1 | Name, Title 2 | Name, Title 3 | Name, Title 4 | Name, Title 5 | Name, Title 6 | Name, Title 7 | Name, Title 8 | Name, Title 9 | Name, Title 10 | Name, Title 11 | Name, Title 12 | Name, Title 13

| Time | Item | Owner |
| --- | --- | --- |
| Time | Welcome | Owner 1 |
| Time | Old business and approval of last meeting’s minutes | Owner 2 |
| Time | Vote on new Secretary | Owner 3 |
| Time | Discuss parent openings on advisory committees - any response from newsletter? | Owner 4 |
| Time | Vote on proposed Budget | Owner 5 |
| Time | Principal's Report | Owner 6 |
| Time | Break | Owner 7 |
| Time | New Business   * Recap of Back to School Night – Kalle Persson * Parent Education Programs – Jens Martensson, school counselor * Teacher grants application process – Ian Hansson, School Principal | Owner 8 |
| Time | Committee Reports   * Membership, Kalle * Volunteers, Jens * Newsletter, Ian * Computer Support, Ian | Owner 9 |
| Time | Announcements | Owner 10 |
| Time | Adjournment | Owner 11 |

[Meeting Name]

COMPANY NAME

PHONE: +1 321-456-9870EMAIL: YOURMAIL@EMAIL.COMADDRESS: LOCATION, CITY, STATE, ZIPCODE