

**BOARD OF DIRECTORS
MEETING**
(Order of Business)

1. Meeting Called to Order by President
2. Roll Call
3. Remarks by President
4. Reading of Minutes of Previous Meeting (and Their Approval)
5. Report of Secretary - Treasurer
6. Reading of Communications
7. Report of Committees
8. Unfinished Business
9. New Business
10. Adjournment



**OFFICIAL MINUTES OF THE
BOARD OF DIRECTORS MEETING**

_____ OPTIMIST CLUB of _____ , _____
held its regular Board Meeting at _____ on _____

Meeting was called to order at _____ by _____

who acted as chairperson, with the following Board Members present:

_____	_____	_____
_____	_____	_____
_____	_____	_____

MINUTES OF MEETING

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