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| **board Meeting agenda** |
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| Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Agenda Items

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| --- | --- | --- |
| Start Time – End Time | **[Agenda item description]** | **[Location]** |
| Start – End | [To replace placeholder text, just select it and start typing. Don’t include space to the right or left of the characters in your selection.] | [Location] |
| Start – End | [Apply any text formatting you see in this template with just a click from the Home tab, in the Styles group.] | [Location] |
| Start – End | [To add a new row at the end of this table, just click into the last cell in the last row and then press Tab.] | [Location] |
| Start – End | [To add or delete rows or columns anywhere in a table, click in an adjacent row or column and then, on the Table Tools Layout tab of the ribbon, click an Insert or Delete option.] | [Location] |