(insert chapter logo here)

**Chapter ANFP Board Meeting**

**Date (Time)**

**Location**

**AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Agenda Item** | **Expected Outcome** | **Presenter** |
| **2:00 pm** | Call to order | Action | Jane Doe, President |
| **2:05 pm** | * Roll call * Approval of Minutes | Information  Action | Kathy Yu, Secretary  Jane Doe, President |
| **2:10 pm** | Treasurer’s Report | Information | Steve Smith, Treasurer |
| **2:15 pm** | Other Officer Reports (if necessary) | Information | President-Elect, Secretary |
| **2:20 pm** | Committee Reports | Information | Board Liaisons |
| **2:30 pm** | Old Business | Information | Jane Doe, President |
| **2:45 pm** | New Business | Information |  |
| **2:50 pm** | Open floor (optional) | Discussion |  |
| **3:00 pm** | Adjourn | Action |  |

Next meeting date and time: TBD