

Action Minutes

Meeting: APHON LC board meeting
 Members Present: _____

Page 1 of _____

Today's Date: _____
 Recorder: _____
 Next Meeting: _____
 Time: _____

| Agenda Item | Summary of Discussion | Action Decision | Follow-up | Target Completion Date |
|------------------------------|-----------------------|-----------------|-----------|------------------------|
| Review of previous minutes | | | | |
| President's Report | | | | |
| Treasurer's Report | | | | |
| Educational committee update | | | | |
| Membership committee update | | | | |
| Fundraising committee update | | | | |
| Bylaws committee update | | | | |
| Nomination committee update | | | | |

| | | | | |
|--|-------------------|--|--|--|
| Community service project update | | | | |
| Next meeting | | | | |
| Possible Agenda Items for Next Meeting | Odd and Ends List | | | |