**INFORMAL MEETING AGENDA**

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| LOCATION:  | Conference Room B |
| Date:  | 1/9/23  |
| Attendees:  | Jon, Serra, Lionel, Grace  |
| Time:  | 2:00 PM  |

1. **Call to order**

Facilitator Name called to order the regular meeting of the Marketing & sales team at location or time on date

1. **Roll call**

Facilitator Name conducted a roll call. The following persons were present: Marketing & sales team

1. **Approval of minutes from last meeting**

Facilitator Name read the minutes from the last meeting. The minutes were approved as read.

1. **Open issues**
2. Budget assessment
3. Building maintenance
4. Board chair elections
5. **New business**
6. Marketing & sales team
7. Marketing & sales team
8. Marketing & sales team
9. **Adjournment**

Facilitator Name adjourned the meeting at location or time.

**Minutes submitted by:** Marketing & sales team