**ALPHA COMPANY BOARD MEETING**

**Meeting Details**

|  |  |
| --- | --- |
| Date: | [Date] |
| Time: | [Time] |
| Location: | [Location] |

**Attendees**

Amanda P.  
 Sarah H.  
 Sam B.  
 Adam W.  
 Daniel H.

[Name]   
 [Name]

[Name]  
 [Name]

[Name]

**Agenda**

**[Call to Order]**

**[Approval of the Agenda]**

**[Approval of the Minutes]**

[Review of Financial Reports]

[Executive Director's Report]

[Committee Reports]

**Reports**

|  |  |
| --- | --- |
|  | **Report** |
| Executive Director |  |
| Finance Director |  |
| Nominating Committee |  |
| Governance Committee |  |
| Public Relations Committee |  |

**Old Business and New Business**

|  |  |
| --- | --- |
| **Old Business** | **New Business** |
| Board nominations | Quarterly Sales Call |
| Contract negotiations | [Items discussed] |
| [Items discussed] | [Items discussed] |
| [Items discussed] | [Items discussed] |
| [Items discussed] | [Items discussed] |

**Announcements**

* [Announcement]
* [Announcement]
* [Announcement]
* [Announcement]
* [Announcement]
* [Announcement]

**Comment**

**[comments]**

**[comments]**

**[comments]**

**[comments]**

**[comments]**

**[comments]**

**[comments]**

**[comments]**

**Adjournment**

**Next meeting date**: [Date]