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| --- | --- | --- |
| **MEMBERS PRESENT** |  |  |
| **MEMBERS ABSENT**  |  |  |
| **GUEST(S)** |  |  |
| **STAFF PRESENT** |  |  |
| **TRAINING TOPIC** |  |  |
| **AGENDA ITEM** | **DISCUSSION** | **ACTION** |
| 1. **CALL TO ORDER**
 |  |  |
| 1. **APPROVAL OF AGENDA**
 |  |  |
| 1. **CONSENT AGENDA**
 |  |  |
| 1. **OLD BUSINESS**
 |  |  |
| 1. **NEW BUSINESS**
 |  |  |
| 1. **ADJOURNMENT**
 |  |  |
| **NEXT MEETING DATE & TIME:** |  |
| **MEETING LOCATION/ADDRESS:** |  |