**DISTRICT 1** *(change to your district)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE**: | Tuesday, August 28, 2018 | **LOCATION:** | Place location of meeting here | **#ATTENDED** |  |
| **SUBMITTED BY:** | Place your name here | |  | | |
| **SPONSORS:** | If you had any sponsors – place them here | | | | |

|  |  |  |
| --- | --- | --- |
| **TOPIC** | **DISCUSSION** | **FOLLOW UP** |
| **Call to Order**  **Minutes of Last Meeting** | Add details of meeting here – who called to order, time, etc  Add who read last meeting notes, who approved, etc. |  |
| **Approve Financial Report** | District Financial Balance – who approved, etc. |  |
| **Add any special items you talked about in this column – one or two word explanation** | …then describe what was discussed in this column |  |
|  |  |  |
| **District Updates** | New Officers, anything pertaining just to your district, etc. |  |
| **Board Updates** |  |  |
| **Next Meeting** |  |  |
| **Adjournment** | What time meeting adjourned. |  |