**Bloomingdale CHARACTER COUNTS! Coalition**

**Business Meeting Minutes**

|  |  |
| --- | --- |
| Day and Date of Meeting |  |
| Location of Meeting |  |
| Name of Notetaker |  |
| Time Meeting Called to Order |  |
| # & Names Individuals Present |  |
| Presentation (if applicable) |  |
| Approval of Minutes | Motion by:  Second by:  Discussion:  Vote: |
| Month-end Account Balance |  |
| Approval of Treasurer’s Report | Motion by:  Second by:  Discussion:  Vote: |
| Committee Reports |  |
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|  |  |
| Old Business |  |
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| New Business |  |
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|  |  |
|  |  |
| Announcements |  |
| Adjournment | Motion by:  Second by:  Vote:  Time: |
| Next Meeting Date/Place/Notetaker |  |

**Notes**Save document to your computer file with name such as BCCCMinutesMay2014.doc. Use Microsoft Word Table Functions (eg, Insert/Delete Rows).

See below Text document headings if prefer to use instead of Table above.

Delete these notes and unused template upon publishing Minutes.   
Email Minutes to President before next meeting.

Contact Bill Bahr if questions.

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