**ABC STUDENT BRANCH MEETING**

**August 13, 2013 ~ 10:30 a.m.**

***LOCATION***

**MINUTES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Present**: | Name  Name  Name  Name | Name  name | **Guest**:  name |

**Regrets**: name, name

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|  | **Call to Order**  The meeting was called to order by ABC Student Branch Chair, J. Doe at 10:30 a.m. |  |
|  | **Introductions**  Guest T. Jones, President of ABC Company, was introduced. |  |
|  | **Review and Approval of Agenda**  IT WAS MOVED BY name  SECONDED BY name  THAT the agenda of August 13, 2013 be accepted as amended.  August 13, 2013 Carried.  Additions to the agenda:   * name suggested that we confirm the next meeting date, and it was agreed that the next meeting will be Friday, September 13, 2013 from 9:00 a.m. to 10:30 a.m., with business partners   **ACTION:** Calendar appointment to be sent out with agenda   * name showed the facilities to the board members following the meeting. | **AA** |
|  | Review of Minutes …. |  |
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|  | **Budget Update for Approval**  IT WAS MOVED BY name  SECONDED BY name  THAT the budget update presented *August 13, 2013* be accepted as written.  August 13, 2013, Carried. |  |
|  |  |  |
|  | **ACTION: …….** | **ALL**  **AA**  **CB** |
|  | **Adjournment**- The meeting, adjourned at 11:50 a.m. was followed by a tour of the facility by name.. |  |