



**FL NAFME Collegiate Executive Board Minutes
General Meeting
May 21, 2022**

Meeting Called to Order:

Officers In Attendance:

- Past-President, [Insert name here]
- President, [Insert name here]
- President-Elect, [Insert name here]
- Secretary, [Insert name here]
- Treasurer, [Insert name here]
- Parliamentarian, [Insert name here]
- Advocacy Chair, [Insert name here]
- Chapter Advisor, Dr. Mark Belfast

Upcoming:

- **Date @ Time:** Next E-Board Meeting
 - By this meeting:
 - This should include a brief outline of what to do by the next meeting
 - It should be at the very top of your list on EVERY minutes template
- List all other upcoming dates, events, and locations here.

Agenda:

Business:

- Officer Position, Name
 - Report information. Make it organized. Don't type word for word but do type the general idea with important dates (in green), names and ideas.
- Officer Position, Name
 - Etc.

Information for the Good of the Order:

Meeting Adjourned: