



**Western Washington University Associated Students
Executive Board Meeting Minutes**

[Date] | [Time]

Attendees:

Board Members:

Guests:

Staff and Assistants:

[Residing Officer], called the meeting to order at [time]

I. Approval of the Minutes

II. Approval of the Agenda

III. Public Forum

IV. Information Items - Guests

V. Action Items - Guests

VII. Information Items - Board

VIII. Action Items – Board

IX. Officer Reports

XI. Announcements and Other Business

[Residing Officer], adjourned the meeting at [time]