ABC STUDENT BRANCH MEETING
August 13, 2013 ~ 10:30 a.m.
LOCATION
MINUTES

Present:	Name	Name	**Guest**:
	Name	name	name
	Name		
	Name		

Regrets: name, name

1.	**Call to Order** The meeting was called to order by ABC Student Branch Chair, J. Doe at 10:30 a.m.	
2.	**Introductions** Guest T. Jones, President of ABC Company, was introduced.	
3.	**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**
4.	Review of Minutes ….	
5.		
6.		
7.	**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.	
8.		
9.	**ACTION: …….**	**ALL** **AA** **CB**
10.	**Adjournment**- The meeting, adjourned at 11:50 a.m. was followed by a tour of the facility by name..	