**TRIAD Minutes**

“Insert Day of Week, Month, Day, Year Here”

*Meeting called to order at “insert time here” by “insert name here”*

In Attendance

*Insert Those in Attendance Here*

*Insert Meeting Location Here*

Approval of Minutes

A motion to approve the minutes of *“insert last meeting date here”,* was made by “insert name here” with a second by “insert name here”. The motion was approved by unanimous voice vote.

Treasurer’s Report

“Insert name here” stated that the bank balance is “Insert amount here”. A motion to approve the Treasure’s report was made by “Insert name here” with a second by “Insert name here”. The motion was approved by unanimous voice vote.

Old Business

* “Insert Old Business Here”

New Business

“Insert New Business Here”

Announcements

“Insert Announcements Here”

Adjournment\_

The meeting was adjourned at “Insert time here”. A motion to adjourn was made by “Insert name here” with a second by “Insert name here”. The voice vote was unanimous.

Next meeting: “Insert day, month/day/year here”

Respectfully Submitted, “Insert name here”.