**[IABC Committee Name] [Call, Meeting]**

**[Day, Month Year], [Time] [time zone]**

[Place Zoom call in information here or physical location of meeting]

**AGENDA TIME**

1. **Call to Order**  [Presiding Officer] 2:00pm
2. **Roll Call** [Presiding Officer] 2:01pm

*Attendees:*

[Name, IABC title]

[Name, IABC title]

[Name, IABC title]

[Name, IABC title]

[Name, IABC title]

*Apologies:*

[Name, IABC title]

*Staff Present:*

[Name, title]

[Name, title]

1. **Conflict of Interest**

* *Per IABC Policy, each committee/task force chair shall begin each meeting with a request for disclosure and resolution of any potential conflicts of interest from its members.*

1. **Approval of Minutes** [Secretary/Treasurer] 2:05pm

* Day Month Year

1. **Actions Items** [Presenter] 2:08pm

* *See Appendix for discussion*

1. **Unfinished Business**

* [items listed in bullet format] [Presenter] 2:08pm

1. **New Business**

* [items listed in bullet format] [Presenter] 2:20pm

1. **Discussion Items**

* [items listed in bullet format] [Presenter] 2:50pm

1. **Adjourn**  [Presiding Officer] 3:00pm

**NEXT MEETING**: [Date of next meeting] (via teleconference/in-person)

**Materials:**

[List all materials for the meeting here]

**APPENDIX:** Action Items

| **AI #** | **ACTION – (list action items from previous meeting)** | **ASSIGNED TO** | **DEADLINE** | **STATUS** |
| --- | --- | --- | --- | --- |
| 1.0 | [list action items from meeting in this table] | [Name] | [Date] | Pending/ In Process/ Complete |