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| --- | --- |
| **Opening** | **The SCSOA met on:** **mm/****dd/****yyyy****Meeting Called to Order at:** **xx:****xx** **Presiding Officer:** **first name last name,** |
|  |  |
| **Roll Call** | President: **first name last name** Vice President: **first name last name** Secretary: **first name last name** Treasurer: **first name last name** Assigning Commissioner: **first name last name** Interpreter: **first name last name** Past President: **first name last name** Members Present: **xx** |
|  |  |
| **Secretary Report**(Review of Previous Minutes) | Secretary's Report |
|  |  |
| **Treasurers Report** | Treasurer Report |
|  |  |
| **President’s Report** | President's Report |
|  |  |
| **Rules/Interpretation** | Interpreter's Report |
|  |  |
| **Assigning****Commissioner** | Commissioner's Report |
|  |  |
| **Committee Reports** | Constitution Committee: Constitution ReportEthics and Grievance: Ethics and Grievance ReportNominating: Nominating ReportRecognition and Awards: Recognition and Awards ReportRecords and History: Records and History ReportMentoring: Mentoring ReportBanquet: Banquet ReportAudit: Audit ReportMembership: Membership ReportTechnology: Technology Report |
|  |  |
| **Old Business** | Old Business |
|  |  |
| **New Business** | New Business |
|  |  |
| **Closing** | **SCSOA meeting adjourned: xx:xx**  |
|  |  |
| **Submitted by** | **first name last name,**  |