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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 Report  Ethics and Grievance: Ethics and Grievance Report  Nominating: Nominating Report  Recognition and Awards: Recognition and Awards Report  Records and History: Records and History Report  Mentoring: Mentoring Report  Banquet: Banquet Report  Audit: Audit Report  Membership: Membership Report  Technology: Technology Report |
|  |  |
| **Old Business** | Old Business |
|  |  |
| **New Business** | New Business |
|  |  |
| **Closing** | **SCSOA meeting adjourned: xx:xx** |
|  |  |
| **Submitted by** | **first name last name,** |