

***NATIONAL BLACK PRESBYTERIAN CAUCUS**
Board of Directors Meeting

****Report of the** _____
Date: _____ Time: _____ EST
Location: _____
Zoom Meeting ID #: _____ Passcode: _____

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Items for Action (Listed Numerically in Motion Form) if any:

- 1.
- 2.
- 3.

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Items for Referral (Listed Alphabetical) if any:

- a.
- b.
- c.

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Narrative Report for Information:

Next Meeting: Day: _____ Date: _____ Time: _____ EST

Signature of Person Who Prepared the Report, with Contact Information:

(Email: _____ Cell Phone: _____)

*Standard Heading Information.

**Standard Report Size: Two (2) Pages Limit; Left Margin: .8; Top Margin: .5; Right Margin: .5; Bottom Margin: .5; Fonts: Times Roman or Calibri (Body) -Not Smaller than Pic 11.