

Sample of Reader-Friendly Text: People First Training

December Board Meeting 2009



Page 1

Agenda



Page 2

Secretary Report

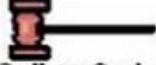








Page 3

Treasurer's Report



Board Meeting Agenda

 Call to Order	1. Welcome everyone. 2. Pass sign-in sheet. 3. Turn cell phones off or on silent.
 Secretary's Report	4. Read the last month's board meeting minutes. 5. Approve the board meeting minutes.
 Treasurer's Report	6. Read Treasurer Report. 7. Approve the Treasurer Report.
 Old Business	8. Any other old business?
 New Business	9. Review each Officer's responsibilities during meetings. 10. Does the Board want the same adviser? 11. Does San Francisco People First want to become certified chapter through California People First? 12. January board meeting falls on new years day do we want to cancel the meeting or should we move it to another day? 13. Any other new business?
 Announcements	14. Officers' announcements.
 Adjournment	15. Adjourn the meeting.

Secretary's Report



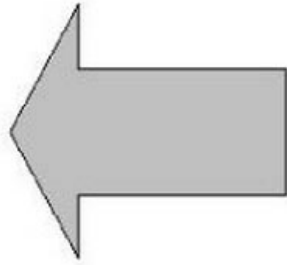
Call to Order



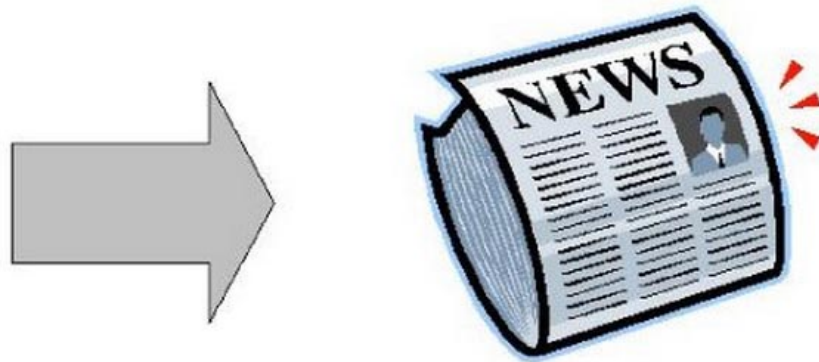
Treasurer's Report



Old Business



New Business



Announcements



Adjournment

