

Minutes of the Meeting of February 12, 2021

1. The meeting was called to order by the President, Dr. [Name].

2. The minutes of the previous meeting were read and approved.

3. The Treasurer reported on the financial status of the organization.

4. A motion was made and seconded to approve the minutes of the meeting held on [Date].

5. A motion was made and seconded to approve the report of the Treasurer.

6. A motion was made and seconded to approve the report of the Secretary.

7. The meeting adjourned at [Time].

