# Data Center Toastmasters

# Executive Committee Meeting Minutes

Date

1. **Call to order**

Jessica Silhavy called to order the regular meeting of the Data Center Toastmasters Executive Committee at time on date at location.

1. **Attendance**
2. **The following persons were in attendance:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Jessica Silhavy, DTM, President |  | VPM |
|  | , VPE |  | Dan Jasnowski, VC2, VPPR |
|  | Chitra K. Desai, PM1, Secretary |  | Efe Sahinoglu, Treasurer |
|  | Leonard E. Jackson, ACS, ALS, SAA |  | Dan Jasnowski, VC2, IPP |

1. **Approval of minutes from last meeting**

Secretary Name read the minutes from the last meeting. The minutes were approved as read.

1. **Executive Reports**
	1. SAA –
	2. Treasurer –
	3. VPPR –
	4. VPM –
	5. VPE –
	6. President –
2. **Unfinished Business**
3. **New business**
4. **Adjournment**

Facilitator Name adjourned the meeting at time.

Minutes submitted by Club Secretary: Name

Minutes submitted by Name in Chitra Desai’s’ absence.

**OPEN ACTION ITEMS:**

\*You’ll have to use the minutes from last month to fill this in properly.

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| --- | --- | --- | --- |
| **Date** | **Action Item/Comments** | **Assigned To** | **Completed** |
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