

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. The Secretary reported on the activities of the organization.

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

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

7. The meeting adjourned at [Time].

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