

# Academy of Pelvic Health Physical Therapy, \_\_\_\_\_ Committee Meeting

[Date]

[Time, Including Time Zone]

MEETING ATTENDEES	SUPPLEMENTAL INFORMATION
<ol style="list-style-type: none"> <li>1. Committee Chair</li> <li>2. Board Liaison</li> <li>3. Staff Liaison</li> <li>4. Committee Member</li> <li>5. Committee Member</li> <li>6. Committee Member</li> </ol>	<b>Examples:</b> <b>Zoom link for the meeting</b> <b>Link to past minutes/agendas</b> <b>Upcoming deadlines</b>

TIME	AGENDA	PRESENTER	FILE LINKS
	<b>WELCOME</b>		
	<ul style="list-style-type: none"> <li>• Call to Order</li> <li>• Welcome to invited guests</li> <li>• Adoption of Agenda</li> <li>• <u>Adoption of "Consent Agenda" items</u>: routine business and reports that require no action, approval of past meeting minutes, committee appointments. Individual reports can be shared here in the agenda to save time during the meeting.</li> </ul>		
	<b>OLD/UNFINISHED BUSINESS</b>		
	<ul style="list-style-type: none"> <li>• Unfinished items from the last meeting</li> <li>• Discussions that are still open from last meeting</li> </ul>		
	<b>BUSINESS AGENDA</b>		
	<ul style="list-style-type: none"> <li>• Meeting topics for discussion with time frames and supporting documents,</li> </ul>		
	<ul style="list-style-type: none"> <li>• Highlight any votes that are completed and resolutions.</li> </ul>		
	<b>NEW BUSINESS</b>		
	<ul style="list-style-type: none"> <li>• New Items that have not been previously discussed or acted upon. Potential topics for next meeting.</li> </ul>		
	<b>ANNOUNCEMENTS</b>		
	<ul style="list-style-type: none"> <li>• Any additional relevant information or upcoming dates/deadlines.</li> </ul>		
	<b>ADJOURN</b>		

\*\*\*Note: This is a suggested framework. Not all listed categories are mandatory.

\*\*\*Note: "File Links" column offers a location for links to additional documents that committee members should reference with a particular agenda topic.