**New York State Association for Rural Health (NYSARH)**

**Insert Committee Name**

**Insert Date/Time of Meeting**

**Via Conference Call (or Insert Location)**

**P = Present | E= Excused**

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| --- | --- | --- | --- |
| **Committee Member Name** | **P** | **Committee Member Name** | **E** |
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| --- | --- | --- | --- |
| **Topic** | **Discussion** | **Conclusions** | **Responsibility** |
| **Call to Order** |  |  |  |
|  | 1. Discussion Items should be numbered based on agenda items for consistency and reference.
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|  |  |  |  |
| **Additional Items** |  |  |  |
| **Adjourn** |  |  |  |
| **Meeting Minutes** | Submitted by: Chair/Staff member | Insert Date | Attachments Presented: None |  |