**Minutes of the California Online Branch**

**Board Zoom Meeting**

Month *dd, yyyy*

*Branch Established October 2, 2001*

DRAFT

Attendance:

Name, President

Name, Treasurer

Name, Program VP

Name, Membership VP

Name, AAUW Funds VP

Name, Communications Chair

Name, Public Policy Chair

Name, DEI Chair

[also list any non-voting attendee]

Absent:

List here instead of above any officer who was not present.

The meeting was called to order by name, officer-position, at time.

List actions taken.

Adjourned at time.

Signed,

Minutes-recorder’s name