

the **CASCADE**

CJS Board Minutes
Wednesday, Nov. 29 2023
__:__ p.m.
via [Google Meets](#)

Meeting called to order __:__ p.m.

Meeting chaired by [name here]

Minutes recorded by [name here]

In Attendance

[Recorder's Note: anything in quotations is a direct quote; anything out of quotation is a summation of that member's point.]

- 1. [Name] calls the meeting to order.**
- 2. Approval of Agenda**
 - *Motion to approve:*
- 3. Approval of [Minutes](#)**
 - *Motion to approve:*
- 4. Regular Business**
 - Reports
 - 4a. Executive Editor Report:

Motion to approve:

Second:

4b. Creative Director Report:

Motion to Approve:

Second:

4c. Managing Editor Report:

Motion to Approve:

Second:

4d. Business Manager Report:

Motion to Approve:

Second:

5. Special Business

Motion to Approve:

Second:

4. Adjournment

[Name] calls this meeting to adjournment at _:__ pm.