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Air Cadet League of Canada

(Legal Name insert here)

**EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:**

**TIME:**

**LOCATION:**

**ATTENDEES:**

1. **GENERAL**
   1. **Welcome & Opening Remarks**
   2. **Call for New Agenda Item**
   3. **Approval of Agenda**
   4. **Approval of Previous Board Committee Meeting Minutes**
2. **COMMANDING OFFICER’S UPDATE**
3. **BUSINESS ARISING FROM PREVIOUS MINUTES**
4. **REPORTS:**
   1. **Treasurer’s Report**
   2. **SSC Membership Report**
   3. **Screening Update**
   4. **Other**
5. **NEW BUSINESS**
6. **DATE OF NEXT MEETING**
7. **ADJOURNED**