Chair: Do I have a motion to approve the minutes of November 15, 2016?

Trustee: _____ I make a motion that the minutes be approved.

Chair: Do I have a second? Seconded by Trustee _____

Chair: Is there any discussion? (If so, the discussion proceeds.) If not, all in favor say "aye," all opposed say, "nay." Any abstentions?

Motion carried – For_____ Against_____ Abstention_____

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