

**UPHA Chapter Meeting**  
**[Date/Time]**  
**[Location]**

**AGENDA**

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Declare any conflict of Interest
5. Approval of the minutes of the last meeting
6. Reports
  - a. Treasurer's Report
  - b. Committee Reports
7. Unfinished Business
8. New Business
9. Other Business
  - a. Comments
  - b. Announcements
10. Next meeting date
11. Adjournment