**SBA of Tomorrow – Meeting Notes**

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| **Meeting Minutes** |

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| **Purpose of Meeting:** |  |
| **Date & Time:** |  |
| **Location:** | 409 3rd Street, SW Washington, 20416 |
| **Facilitator:** | Mara Kamen |
| **Meeting Support:** | N/A |

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| **Attendees** | | | | |
| Mara Kamen, Strategic Director | O | Jeffrey Sapp, XCORP | O |
| Rhett Jeppson, COO | O | Sandy Young, XCORP | O |
| Bridget Bean, DCOO, CHCO | O | Heather Young, XCORP | O |
| C. Edward Senseney, OFA&M | O | Don Sanders, DCHCO | O |
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O = Onsite Attendee, P= Phone Attendee, X = Not Attending

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| **Meeting Agenda** | | |
| **ID** | **Topic** | **Presenter** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

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| **Key Discussion Notes** | |
| 1. | Introductory Statement |
| 2. | Personnel Introductions |
| 3. | Presentation and Discussion |
| 4. | Next Steps |

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| **Decisions** | | | | |
| **No.** | **Decision** | **Decision By** | **Date** | **Comments** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

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|  | | **Action Items**  Black=new items, Blue=older items | | | | | |
| ID | **Action Items** | | Assigned to | **Assign Date** | Due Date | Status | Comments |
| 1. |  | |  |  |  |  |  |
| 2. |  | |  |  |  |  |  |
| 3. |  | |  |  |  |  |  |
| 4. |  | |  |  |  |  |  |

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| Next Meeting | | | |
| *Date:*  TBD | *Time:*  TBD | *Location:* | *Teleconference Line:* |