SAMPLE MEETING MINUTES FORM

Date ___________________________

(Name of Organization)

Meeting called to order at _______________am/pm by __________________________ (Name of Chairperson)

Members Present: ________________________________________________________________

__________________________________________________________________________

Motion to approve minutes made by: ____________________ Seconded by ____________
Vote: For __________ Against __________

Executive Board Reports:

__________________________________________________________________________

__________________________________________________________________________

Standing Committee Reports:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Old Business:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

New Business:

__________________________________________________________________________

__________________________________________________________________________

Announcements:

__________________________________________________________________________

__________________________________________________________________________

Motion to adjourn made by: ________________ Motion to adjourn seconded by __________________
Meeting adjourned at ________________ AM/PM

Date of Next Meeting: ____________________

Minutes Prepared by Secretary [Name] [Date]