



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]