**MEETING MINUTES FOR**

[ORGANIZATION NAME]

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I. MEETING DETAILS**

Chairperson: [CHAIRPERSON’S NAME]

Secretary: [SECRETARY’S NAME]

Date: [DATE]

Time: [TIME]

Location: [LOCATION NAME]

Address: [ADDRESS]

City: [CITY]

State: [STATE] Zip: [ZIP CODE]

**II. ROLL CALL**.

[ENTER WHO IS IN PRESENT AND WHO IS ABSENT]

**III. CALL TO ORDER**.

[APPROVAL OF PREVIOUS MINUTES AND THE CURRENT MEETING’S AGENDA]

**IV. OLD BUSINESS**.

[LIST ANY OUTSTANDING MATTERS, DESCRIBE THE ISSUES AND RECORD VOTES]

**V. NEW BUSINESS**.

[ANY NEW ITEMS, REPORTS, FINANCIAL STATEMENTS, ETC.]

**VI. OTHER ITEMS**.

[ANNOUNCEMENTS, NOMINATIONS, OR OTHER BUSINESS MATTERS]

**VII. ADJOURNMENT**.

[ENTER WHEN THE MEETING ENDED]

Minutes submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_