**Meeting Minutes**

A meeting of [Organization name] was held at [Location] on [Date].

1. **Attendees/Members Present:**
* Person 1
* Person 2
* Etc.
1. **Members Absent [if required]:**
* Person 1
* Person 2
* Etc.
1. **Call To Order (by chairperson):**
* Time:
1. **Approval of Agenda:**
	1. [List agenda items here. Agenda items should be distributed to all members at least 48 hours (2 days) in advance]
	2. [Any additions/corrections to the agenda]
* Motion by:
* Seconded:
1. **Approval of previous meeting minutes:**
* Motion: To approve the minutes of [date] as circulated.
* [Add corrections/amendments to the previous meeting minutes here if needed]
* Motion by:
* Seconded:
1. **Result of action items from previous meetings:**
	1. [Check up on actions items (follow-up/to-do) from previous meeting]
2. **Reports/Updates:**
	1. Chairperson
		1. [Report]
		2. [Discussion/questions if needed]
	2. Vice Chairperson
		1. [Report]
		2. [Discussion/questions if needed]
	3. Treasurer
		1. [Report]
		2. [Discussion/questions if needed]
	4. Etc.
3. **Pending points:**
	1. [if any (will be discussed at the next meeting)]
4. **Other business/announcements or discussion:**
	1. [if any]
5. **Adjournment**
* Moved by:
* Seconded:
* Time: