**MEETING MINUTES: FORMAT**

* *typically completed by organization secretary or anyone assigned by organization president*
* *meeting minutes should be compiled and provided for review within one week of meeting to all group members*
* *copies may be available at next scheduled meeting*

**CALL TO ORDER**

*(meeting described by completing the following statement)*

A [MEETING TYPE] meeting of [CHAPTER NAME] was held on [DATE] at [LOCATION]. The meeting began at [TIME] and was presided over by [CHAIRMAN NAME], with [SECRETARY NAME] as secretary.

**ATTENDEES**

MEMBERS PRESENT: *(list all members in attendance)*

MEMBER APOLOGIES: *(list all members not in attendance)*

GUESTS: *(list all non-members not in attendance, i.e. speakers, entertainers, interested parties)*

**APPROVAL OF PREVIOUS MINUTES**

*(provide date of prior meeting minutes being reviewed)*

**AGENDA**

*(create a new listing for each agenda category with multiple listings / topics)*

**OFFICER REPORT**DISCUSSION: *(provide a summary of all remarks and identify the presenter)*

ACTION: *(describe each action to be taken, provide the name or names of individuals responsible for any action to be taken along with the date to be actioned by)*

**ADVISOR REPORT**DISCUSSION: *(provide a summary of all remarks and identify the presenter)*

ACTION: *(describe each action to be taken, provide the name or names of individuals responsible for any action to be taken along with the date to be actioned by)*

**COMMITTEE REPORT**DISCUSSION: *(provide a summary of all remarks and identify the presenter)*

ACTION: *(describe each action to be taken, provide the name or names of individuals responsible for any action to be taken along with the date to be actioned by)*

**OLD (UNFINISHED) BUSINESS**DISCUSSION: *(provide a summary of all remarks and identify the presenter)*

ACTION: *(describe each action to be taken, provide the name or names of individuals responsible for any action to be taken along with the date to be actioned by)*

**NEW BUSINESS**DISCUSSION: *(provide a summary of all remarks and identify the presenter)*

ACTION: *(describe each action to be taken, provide the name or names of individuals responsible for any action to be taken along with the date to be actioned by)*

**ANNOUNCEMENTS**

*(list all announcements)*

**FUTURE AGENDA**

*(list suggested and tabled remarks for next meeting)*

**NEXT SCHEDULED MEETING**

*(provide location, date, and time of next scheduled meeting)*

**ADJOURNMENT**

*(convene to closed session by providing name of mover that meeting be adjourned and time of adjournment)*

**MINUTES PREPARED BY**

*(list minute preparer name and date, and provide a space for authorized signature)*

|  |  |
| --- | --- |
| **SECRETARY APPROVAL:** *(Signature & Date)* |  |
| **[Organization Name]** |  |

**MINUTES APPROVED BY**

*(the following may be listed at the end of minutes to designate approval)*

|  |  |
| --- | --- |
| **CHAIR APPROVAL:** *(Signature & Date)* |  |
| **SUB-CHAIR APPROVAL:** *(Signature & Date)* |  |

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