



Meeting Notes

Type of meeting: ☐ Board ☐ General ☐ Special ☐ _____ Committee

Meeting Date: _____
Location: _____
Start Time: _____
End Time: _____

Board Members Present: ☐ _____ (President) ☐ _____ (Bd Member)
☐ _____ (Vice Pres.) ☐ _____ (Bd Member)
Quorum? ☐ _____ (Secretary) ☐ _____ (Bd Member)
☐ Yes ☐ _____ (Treasurer) ☐ _____ (Bd Member)
☐ No ☐ _____ (Parliamentarian) ☐ _____ (Bd Member)
☐ _____ (Bd Member)
☐ _____ (Bd Member)

Board Members Excused: _____

Guest(s) Present: _____

of Attendees: _____

Topic:			
Motion:			
<input type="checkbox"/> Adopted			
<input type="checkbox"/> Rejected			
Action:	1	2	3
Who?			
What?			
When?			
Where?			
How?			

Topic:			
Motion:			
<input type="checkbox"/> Adopted			
<input type="checkbox"/> Rejected			
Action:	1	2	3
Who?			
What?			
When?			
Where?			
How?			

Topic:			
Motion:			
<input type="checkbox"/> Adopted			
<input type="checkbox"/> Rejected			
Action:	1	2	3
Who?			
What?			
When?			
Where?			
How?			

Topic:			
Motion:			
<input type="checkbox"/> Adopted			
<input type="checkbox"/> Rejected			
Action:	1	2	3
Who?			
What?			
When?			
Where?			
How?			