

Sample Minutes

Name of Committee

Day & Date

Time

Location

MINUTES

PRESENT: A list of first and last names of all those present at the meeting

REGRETS: A list of first and last names of Committee members who have contacted the Chairman to let them know that they will be unable to attend the meeting

ABSENT: A list of first and last names of Committee members who DID NOT contact the Chairman to let them know that they won't be in attendance

1. CALL TO ORDER/OPENING REMARKS

- Time that the Chairperson called the meeting to order.
- Any opening remarks from the Chairperson summarize here

2. APPROVAL OF THE MINUTES FROM (DATE) (You need a motion to approve the minutes of the previous meeting as circulated or a motion to approve the minutes as amended. If any corrections are needed to the minutes.)

Motion: To approve the minutes of (DATE) as circulated (or AMENDED)

Motion By: Name of person (FIRST & LAST) who made the motion

Seconded By: Name of the person (FIRST & LAST)) who seconded the motion

Carried or Defeated

3. ADDITIONS TO THE AGENDA (If anyone has an item that they would like to be added to the agenda they would bring it up here and ask the Chair if the item maybe added to the agenda or can be added to the next meeting's agenda. See #8 below for added items to current meeting agenda.)