|  |  |
| --- | --- |
| meeting Minutes | |
| What Type of meeting | |
| Date: | DATE |
| Time: | TIME |
| Meeting called to order by: | CHAIRPERSON |

# In attendance

List of attendees

# Approval of minutes

Minutes were read/shared from previous meeting, who made a motion to accept, who seconded and the vote information.

# Approval of Treasurer’s report

A copy of the report should be attached to the minutes. Who made a motion to accept, who seconded and how the vote went. Include any discussion

# reports

Committee reports- a copy should be attached or a recap pf what was said should be attached to the minutes

# Old Business

Any pertinent information, debate, motions made (include who made second and how vote went).

# NEW Business

Any pertinent information, debate, motions made (include who made second and how vote went).

# Next meeting

## Next meeting date. Motion to adjourn (Time) and who made the motion and seconded it.