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| 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.