

M I N U T E S  
for the meeting of

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Council)

Presiding:

Page \_\_\_\_ of \_\_\_\_

Meeting Date:

Meeting Place:

1. ATTENDANCE: Board members present:

President:

Vice-President:

Treasurer:

Secretary:

Board Member:

Board Member:

Board Member:

Board Member:

Board Member:

Board Member:

Board Member:

Board Member:

Board Member:

Board Member:

Board Member:

Board Member:

2. REPORTS:

A. Minutes of last meeting:

Report was:  Accepted  Disapproved  Referred  Other  
(Motion) (Second) VOTE \_\_\_\_ to \_\_\_\_

B. Financial Report:

- (1) Beginning Balance
- (2) Ending Balance
- (3) Special Notes/Comments

Report was:  Accepted  Disapproved  Referred  Other  
(Motion) (Second) VOTE \_\_\_\_ to \_\_\_\_

C. Report on:

Report was:  Accepted  Disapproved  Referred  Other  
(Motion) (Second) VOTE \_\_\_\_ to \_\_\_\_

D. Report on:  
Report was:  Accepted  Disapproved  Referred  Other  
(Motion) (Second) VOTE \_\_\_ to \_\_\_

E. Report on:  
Report was:  Accepted  Disapproved  Referred  Other  
(Motion) (Second) VOTE \_\_\_ to \_\_\_

3. MOTIONS MADE: Other motions made during meeting

A. Motion on:  
  
(Motion) (Second) VOTE \_\_\_ to \_\_\_

B. Motion on:  
  
(Motion) (Second) VOTE \_\_\_ to \_\_\_

C. Motion on:  
  
(Motion) (Second) VOTE \_\_\_ to \_\_\_

4. RESOLUTIONS: Resolutions Passed

A. Resolution on:  
  
(Motion) (Second) VOTE \_\_\_ to \_\_\_

B. Resolution on:  
  
(Motion) (Second) VOTE \_\_\_ to \_\_\_

C. Resolution on:  
  
(Motion) (Second) VOTE \_\_\_ to \_\_\_

5. NEXT MEETING

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

6. SIGNATURES/DISTRIBUTION/FILING

Signature of Board Secretary \_\_\_\_\_

Date mailed (distributed): \_\_\_\_\_

Date filed in notebook: \_\_\_\_\_