Meeting Minutes

Pro tip: while everything is fresh in your mind, gather your notes and prepare to make a final set of minutes
This is a meeting Minutes Template, this template may be used to compile clear and precise minutes.

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*1. Begin with location, setting, attendees, most importantly the date*

example: The October 12, 2013 meeting of the South Coast Region was called to order by Jessica Judge, Regional President, with the opening ceremonies at 9:00am. in the high school auditorium. Three hundred members were present. Guests were Parents, and relatives of members.

This is a required question

*2. Minutes of Previous Meeting:*

example: The minutes of the August 11th meeting were read by Benjamin Peterson, Regional secretary. Jake Harrison moved to accept them as read. seconded by Thomas Eldib. motion passed

This is a required question

*3. Officer reports*

example: Treasurer Luis Gonzales reported that the Region has "x amount " in the "First Big Bank." FFA dues of $10 need to be paid by October 15th. Reporter Joelle Lewis said that four newspaper articles have been published since August 10th

This is a required question

*4. Special Features*

example: School Board President Mariette Wilson explained school board policies. Morgan Scettrini and Angie Rodriguez gave a presentation on their experience at the Washington Conference.

This is a required question

*5. Unfinished business*

enter any unfinished, or postponed business.

This is a required question

*6. Committees*

enter all committee reports, and propositions

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