

Sample Meeting Minutes

MINUTES of [Organization Name, Meeting Type of Meeting Date]

[Optional] **Affidavit:** The undersigned Affiant, after being duly sworn, does solemnly swear or affirm, these minutes are a true and correct record of the facts of the specified meeting.

1. Call to order:

A regular/special/annual/organizational Board/Executive/Committee/General Membership [kind of meeting] meeting of the _____ [organization name], was held in _____ [place, city, state] on _____ [date], 20__.

The meeting convened at _____ [time], President/Chairman _____ [name] presiding.

[Some small organizations, such as boards of directors, executives, committees, choose to list attendees,]

Members in attendance: **Members absent:** **Quorum present:** Yes/No **Others present:**
Members attending by proxy/phone/video: [secretary may want to use a sign-in sheet and seating map]

2. Secretary/Approval of recording secretary:

Secretary _____ [name] was present and recorded the minutes of the meeting.

[Optional: approval of recording secretary] In the absence of the elected Secretary, the President/Chairman appointed/hired _____ as recording secretary to the meeting, with approval of the attendees.

[Recording secretary requested and received permission to make an audio/video recording of the meeting.]

3. Approval of minutes:

Minutes of the _____ [date] meeting were distributed/posted by mail/email/website [in advance] to all board/officers/committee members and were approved [as printed/after correction].

[Summarize any reports, attach signed original of any written reports or correspondence received]

[Attachments are not required with copies of minutes if summary is made] [May include action items for follow-up]

4. Officers' reports: President/Chairman, Vice President/Co-Chairman, Secretary, Treasurer

5. Board and committee reports:

[Minutes are records of what was done at the meeting, not what was said]

[Do not include motions that are withdrawn, or opinions or interpretations of the secretary]

6. Old [Unfinished] business:

[Subject title] **Motion:** Moved by [name] and seconded that [state motion] **Motion [carried/failed]**

7. New business:

[Subject title] **Motion:** Moved by [name] and seconded that [state motion] **Motion [carried/ failed]**

8. Announcements, Presentations, Guest Speakers, Open Forum, Other Matters:

9. Next Meeting Agenda and Adjournment:

Tentative agenda was set, including unfinished business, for the next meeting, on [date/time] at [place].

The meeting was adjourned at _____ [time].

Respectfully submitted by: [Complete the minutes at the meeting or soon after, get clarification when needed]

Secretary/recording secretary/Affiant APPROVED by _____ Date _____

[Organization Name]

[board of directors/officer/chairman/members]

[Optional Notary Certificate]

[Have president/chairman review draft copy before distributing]

State of _____

[After final approval, file in organization records]

County of _____

Subscribed and affirmed, or sworn to, before me on this date _____,

by _____, Affiant, [Secretary/recording secretary] of _____.

Notary Public

Notary Seal

My commission expires