**Sample Meeting Minutes**

**Private Organization’s name Minutes – Date**

Meeting called to order at 4:30 pm by meeting chair Jessalyn Boyce.

**Officers present:**

Chair Jessalyn Boyce- President   
Grace Grayson- Vice-president  
Natalie Norte- Treasurer

**Officers not present:**

Andrew Anderson- Secretary (pre-arranged)

**Members present**

Janice Jones

Patrick Paprika

**Reading of Agenda**

* Motion: To approve the agenda for 08 August 2012  
  Vote: Motion carried  
  Resolved: Agenda for the meeting on 08 August 2012 approved without modification

**Approval of Minutes**

* Motion: To approve the minutes for 01 August 2012 (last meeting)