

SAMPLE MEETING MINUTES

[NAME OF ORGANIZATION]

1. A (regular) (special) meeting of the [Name of Organization] was called to order by the president at [time] on [date].

2. Attendance:

a. Members present: (List president and then other officers of the club.)

b. Members absent: (list reason if known.)

c. Others present: (Club advisors, guests, etc.)

3. The club reviewed the minutes of [date of last meeting] and found that no corrections were necessary. (In case of corrections or additions, list each.)

4. The club reviewed and approved, subject to audit, the treasurer's report for the period ending _____ . (Atch 1).

5. Old Business: (list business previously discussed, but not concluded: committee reports; out-of-session actions since last meeting, etc.)

6. New Business: (list review of pertinent correspondence, reports, and other items as required.)

7. The meeting adjourned at [time].

President/Type Name/ Signature

Secretary/Type Name/Signature