

Template for Meeting Notes

Name of Organization: _____

Type of Meeting: (Board Meeting, Committee Meeting, Annual General Meeting, Special Meeting, etc.) _____

Date, Time and Place: _____

Names of People Present: _____

Names of People Absent: _____

1. The meeting was called to order at _____ (time) by _____ (person who chaired the meeting).
2. A quorum of members was/was not present.
3. Approval of the agenda for the meeting and any additions or changes to the agenda, if necessary (mover, seconder (if required) and whether motion was carried)
4. Approval of the previous minutes and any corrections if necessary (mover, seconder (if required) and whether motion was carried)
5. Very brief highlights of points addressed in reports (unless reports are appended to the minutes)
6. The exact wording of all motions, name of the mover, name of the seconder (if required) and whether the motion was passed or defeated
7. The exact wording of any committee assignments or tasks delegated to individuals including any power to act, the date due and the names of the appropriate committees and/or people.
8. Any items to be brought forward to future meetings.
9. Motion for adjournment of meeting – time, mover (if required) and whether motion was passed or defeated.

(Secretary's signature)

(Date)

(Chairperson's signature)