



October 2009
Finance Team

Sample Meeting Minutes

Meeting Notes

Group: WECARE Family Connection Collaborative

Date: _____ Location: _____

Time: _____

Members in Attendance:

Name	Agency	Email
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

STATUS of Action Items from (last) Meeting:

Action Items	Person Responsible	Status of Assignment
Minutes of last meeting	J. Minutes	Reviewed and Adopted by majority vote *

**Copy of adopted minutes attached*

Key Points and Discussion:

Pending Issues

NEW Action Items from (this) meeting:

Action Items	Person Responsible	Status of Assignment
Treasurer's Report*	J. Money	Reviewed and Adopted by majority vote *

**Attached: Copy of Adopted Reports (Treasure-Finance report, other reports)
Sign-in Sheet
Agenda*

Next Meeting:

(Date) _____

(Time) _____

(Location) _____

Submitted by: _____
(Signature of Secretary)

Date: _____