

Meeting Minutes Form

Organization Name: _____

Recorder: _____ **Title:** _____

Meeting called to order by: _____

Date & Time of meeting: _____, at _____ a.m. / p.m. (*circle one*)

Location of meeting: _____

Roll Call: _____

Date of the Previous Meeting Minutes: _____

Notes of corrections or amendments: _____

Motion: _____

Moved by: _____ *Seconded by:* _____

Vote: _____

OLD BUSINESS:

Motion: _____

Moved by: _____ *Seconded by:* _____

Vote: _____

THE FOLLOWING EXPENDITURES WERE APPROVED:

<u>Payee</u>	<u>Amount</u>	<u>Purpose</u>
_____	\$ _____	_____

Motion: _____

Moved by: _____ *Seconded by:* _____

Vote: _____

NEW BUSINESS:

Motion: _____

Moved by: _____ *Seconded by:*

Vote: