

(SAMPLE)

MINUTES

MINUTES OF (TYPE OF MEETING) OF THE (NAME OF ORGANIZATION)

Please delete the following paragraph once you have read it – it should not be included in your Minutes. Minutes should be prepared for **each** meeting in order to maintain continuity in the operation of the private organization. This includes, but is not limited to: general membership meetings, Board of Directors/Officers' meeting, special meeting, etc. Meetings of committees will be noted within the text of the general membership meeting minutes. The recording secretary and president (or their representatives) will sign minutes. Minutes will include the following information:

- a. Place and time of meeting
- b. Presiding Officer
- c. Purpose of the meeting
- d. Members present. If membership exceeds 15 individuals, only officers and a total number of members present need to be noted.
- e. Special guests/prospective minutes
- f. Financial report:
 - (1) Cash in bank (as of previous meeting)
 - (2) Income (by type, i.e., dues, fund raising, activities, etc.)
 - (3) Expenses (by type, i.e., operating expenses, welfare donations, etc.)
 - (4) Cash in bank (as of current meeting)
- g. Old business – items open from previous meeting
- h. New business – all items in old or new business should be followed by (open) or (closed)
- i. The meeting was adjourned at (time and date). Next meeting will be held on (date and time) at (location).

President/Chairperson

Secretary