



Sample Meeting Minutes

Name of Committee
Day & Date
Time Location
MINUTES

PRESENT: A list of first and last names of all those present at the meeting

REGRETS: A list of first and last names of Committee members who have contacted the Chairman to let them know that they will be unable to attend the meeting

ABSENT: A list of first and last names of Committee members who DID NOT contact the Chairman to let them know that they won't be in attendance

1. CALL TO ORDER/OPENING REMARKS

- Time that the Chairperson called the meeting to order.
- Any opening remarks from the Chairperson summarize here

2. APPROVAL OF THE MINUTES FROM (DATE) (You need a motion to approve the minutes of the previous meeting as circulated or a motion to approve the minutes as amended. If any corrections are needed to the minutes.)

Motion: To approve the minutes of (DATE) as circulated (or AMENDED)

Motion By: Name of person (FIRST & LAST) who made the motion

Seconded By: Name of the person (FIRST & LAST)) who seconded the motion

Carried or Defeated

3. ADDITIONS TO THE AGENDA (If anyone has an item that they would like to be added to the agenda they would bring it up here and ask the Chair if the item maybe added to the agenda or can be added to the next meeting's agenda. See #8 below for added items to current meeting agenda.)

4. APPROVAL OF THE AGENDA

Motion: to approve the agenda as circulated (or AMENDED)

Motion By: name of person (FIRST & LAST) who made the motion

Seconded By: name of person (FIRST & LAST) who made the motion

Carried or Defeated

5. BUSINESS ARISING OUT OF THE PREVIOUS MEETING

- a. Outstanding Items from the previous meeting that need to be updated or discussed further

- b. Outstanding Items from the previous meeting that need to be updated or discussed further
- c. Outstanding Items from the previous meeting that need to be updated or discussed further

6. ITEM # 1 TO BE DISCUSSED

- a. Put a summary of the discussion around the topic
- b. If a motion was made put the information in here
- c. If further information is needed agree on who is to do the follow up and put their name and a timeline that this information will be completed
- d. Task: put who is to do it and when it is to be completed by (DATE)

7. ITEM #2 TO BE DISCUSSED

- a. Put a summary of the discussion around the topic
- b. If a motion was made put the information in here
- c. If further information is needed agree on who is to do the follow up and put their name and a timeline that this information will be completed
- d. **Task:** put who is to do it and when it is to be completed by (DATE)

8. ADDITIONS TO THE AGENDA

- a. Added agenda Item # 1
 - i. Put a summary of the discussion around the topic
 - ii. If a motion was made put the information in here
 - iii. If further information is needed agree on who is to do the follow up and put their name and a timeline that this information will be completed
 - iv. **Task:** put who is to do it and when it is to be completed by (DATE)
- b. Added agenda Item # 2
 - i. Put a summary of the discussion around the topic
 - ii. If a motion was made put the information in here
 - iii. If further information is needed agree on who is to do the follow up and put their name and a timeline that this information will be completed
 - iv. **Task:** put who is to do it and when it is to be completed by (DATE)

9. ADJOURNMENT (Record the time the Chair adjourned the meeting.)

10. NEXT MEETING (DATE) (The next meeting date should be decided before everyone leaves the meeting. It is a handy reminder to put it at the bottom of the minutes.)

NOTE:

The minutes should be completed by the Recording Secretary and forwarded to the Chairperson to review prior to being sent out to the rest of the Committee. The minutes should be distributed no more than 2 weeks after the meeting was held. The minutes are a reminder of the tasks that need to be completed and items to be followed up on.

A copy of the minutes should also be saved for future references.