

Meeting Minutes

Name of Committee _____

Date _____

Meeting opened at _____ : _____ AM/PM (Circle one)
Time

Members Present: _____

Members Absent:

Minutes of _____ / _____ / _____ were accepted as written. Accepted with the
Cross out one.

following changes: _____

Subjects discussed: _____ Check here if more on back _____

Check here if more on back _____

Votes Taken: _____

Documents Used at Meeting: _____

Next Mtg.: _____ Check here if more on back _____

Special Occurrences: _____

Check here for more on back _____

Walk-In Guests: _____

Meeting Dissolved at: _____ : _____ AM/PM (Circle one)

Minutes recorded by: _____

Signature of record keeper (Please also print if signature is hard to read!)

