

MINUTES OF MEETINGS

General Information

- Organization Name: _____
- Date & Time: _____
- Location: _____
- Presiding Officer: _____
- Note Taker: _____

Attendance

- Members Present:

- Guests Present:

Discussion Summary

- Old Business:

- New Business:

- Open Floor:

Financial Report (Account Balance, Recent Income/Expenses)

Next Meeting

Date & Time: _____ Location: _____

Minutes Submitted By: _____ (Secretary)

Minutes Approved By: _____ (President)