Sample Meeting Minutes

MINUTES of [Organization Name, Meeting Type of Meeting Date]

[Optional] Affidavit: The undersigned Affiant, after being duly sworn, does solemnly swear or affirm, these minutes are a true and correct record of the facts of the specified meeting.

1. **Call to order:**
   A regular/special/annual/organizational Board/Executive/Committee/General Membership [kind of meeting] meeting of the ________________ [organization name], was held in ____________ [place, city, state] on __________ [date], 20__. The meeting convened at ______ [time], President/Chairman ____________________ [name] presiding.

   [Some small organizations, such as boards of directors, executives, committees, choose to list attendees.]

   **Members in attendance:**
   **Members absent:**
   **Quorum present:** Yes/No
   **Others present:**
   **Members attending by proxy/phone/video:** [secretary may want to use a sign-in sheet and seating map]

2. **Secretary/Approval of recording secretary:**
   Secretary ______________ [name] was present and recorded the minutes of the meeting.
   [Optional: approval of recording secretary] In the absence of the elected Secretary, the President/Chairman appointed/hired _______________ as recording secretary to the meeting, with approval of the attendees.
   [Recording secretary requested and received permission to make an audio/video recording of the meeting.]

3. **Approval of minutes:**
   Minutes of the ______________ [date] meeting were distributed/posted by mail/email/website [in advance] to all board/officers/committee members and were approved [as printed/after correction].

   [Summarize any reports, attach signed original of any written reports or correspondence received]
   [Attachments are not required with copies of minutes if summary is made] [May include action items for follow-up]

4. **Officers’ reports:**
   President/Chairman, Vice President/Co-Chairman, Secretary, Treasurer

5. **Board and committee reports:**
   [Minutes are records of what was done at the meeting, not what was said]
   [Do not include motions that are withdrawn, or opinions or interpretations of the secretary]

6. **Old [Unfinished] business:**
   [Subject title]  **Motion:** Moved by [name] and seconded that [state motion]  **Motion [carried/failed]**

7. **New business:**
   [Subject title]  **Motion:** Moved by [name] and seconded that [state motion]  **Motion [carried/ failed]**

8. **Announcements, Presentations, Guest Speakers, Open Forum, Other Matters:**

9. **Next Meeting Agenda and Adjournment:**
   Tentative agenda was set, including unfinished business, for the next meeting, on [date/time] at [place]. The meeting was adjourned at ______________[time].

Respectfully submitted by: [Complete the minutes at the meeting or soon after, get clarification when needed]

______________________________
Secretary/recording secretary/Affiant
[Organization Name]

[Optional Notary Certificate]
State of _______________  County of _______________

Subscribed and affirmed, or sworn to, before me on this date ___________________, by__________________________________________, Affiant, [Secretary/recording secretary] of ___________________.

______________________________
Notary Public

______________________________
Notary Seal

My commission expires