

Meeting minutes

Record what was decided, what it cost, and who owns the next step. Keep the signed copy with the meeting.

Write the decision, not the debate. Name the mover, the second, and the count on every motion.

THE MEETING				Section 1 of 5
ASSOCIATION				
KIND ☐ Board ☐ Annual	DATE	CALLED TO ORDER	PLACE	
PRESENT			Names and roles	
ABSENT			Names and roles	
GUESTS		Why they were invited		
QUORUM ☐ Met ☐ Not met	IN PERSON	BY PROXY		
LAST MINUTES ☐ Approved as written ☐ Approved with corrections				
REPORTS				Section 2 of 5
TREASURER'S REPORT			Balances, doors still open	
COMMITTEE REPORTS			One line each	
BUSINESS				Section 3 of 5



OLD BUSINESS

Decided, or tabled to a date

NEW BUSINESS

Motion · moved by · seconded by · vote

MONEY COMMITTED

Vendor, amount, what for

EXECUTIVE SESSION

Entered, exited, general topic only

DECISIONS AND CLOSE

Section 4 of 5

ACTION ITEMS

What, who owns it, by when

NEXT MEETING

ADJOURNED

SECRETARY

DATE ADOPTED

NOTES

Section 5 of 5