

MINUTES



Organization Name:

Meeting Type:

(Council, Executive, Special, Committee, Annual, Business, etc.)

Day & Date:

Location:

Attendees: (can be an attached list)

(List names, indicating their position/role. If chairperson or secretary are not present, indicate who is replacing them at this meeting)

Guests:

(list all participating/speaking guests – public-at-large attendees are not listed)

Regrets:

(list those, including positions, who indicated unable to attend meeting)

Meeting minutes are documentation used to inform people of decisions (motions), action items, tasks, responsibilities and deadlines from the meeting, made by participants. Minutes resemble the Agenda, in the order presented.

Discussion points recorded are non-personal. Do not include non-factual information and opinions. Only facts that inform the decisions are recorded.

All motions appear in the minutes as presented for voting, including who made and seconded each motion, and the result of the vote. Use of a 'Motion Record' template is helpful. Another valuable accompanying document is the 'Actionable Items' list.

1. Call to order

The meeting was called to order by the Chairperson at (time)

2. 4-H Pledge - led by

3. Roll call of attendees (indicate question/ theme if utilized)

4. Approval of, with any additions to, the Agenda

Moved by, Seconded by, Approval

5. Approval of previous meeting minutes (read at meeting or circulated beforehand. Include any amendments)

Moved by, Seconded by, Approval

6. Review of Actionable Items from previous meeting(s) (**Kept as separate list**, ongoing, with due dates included and **attached to every Minutes**. The list is discussed each meeting. Once an item has been completed, it is removed from the list).

7. Office/Executive and/or Committee Reports (for each, include major discussion points, attachments if necessary, any motions and results)

a. Treasurer (financial)

Moved by, Seconded by, Approval

b. Secretary (correspondence)

c. etc.

8. Old Business (Only include facts used to make decisions, any motions(decision) and results)

a.

b.

9. New Business (include major discussion points, any motions and results)

a.

b.

10. Next meeting date (and time)

11. Meeting adjourned at (time) _____.

Signature: _____

Chairperson

Secretary

Motion Record



Having multiple copies of the following slips on hand will assist the meeting's recording secretary in recording lengthy or complicated motions correctly.

Moved by _____ that:

Seconded by _____ Carried / Defeated

Transcribed into meeting minutes (date) _____

Moved by _____ that:

Seconded by _____ Carried / Defeated

Transcribed into meeting minutes (date) _____

Moved by _____ that:

Seconded by _____ Carried / Defeated

Transcribed into meeting minutes (date) _____

Moved by _____ that:

Seconded by _____ Carried / Defeated

Transcribed into meeting minutes (date) _____