



Meeting Minutes - Supporting Template Form

Community Name: _____ Board Meeting Minutes

Date/Time Meeting Convened: _____, _____, _____, _____
Month Date Year Time

Location Meeting Convened: _____

Type of Meeting (i.e. budget, regular or special, adjourned, annual): _____

Board Members:

Present: _____

Absent: _____

Presence of Quorum: Yes: _____, No: _____:

Name of Person Presiding (Chairperson): _____

Name of Secretary: _____

Minutes of Previous Meeting Approved: Yes: _____, No: _____:

Public Comments: Yes: _____, No: _____:

Points Raised: _____

Records of Reports: *Extra report templates boxes are provided separately*

Record of Reports Given and Action(s) Taken on Reports: _____

Record All Motions (except if withdrawn): *Extra motion templates boxes are provided separately*

Motion Maker Name: _____

Motion Second By: _____

Record of Motion: _____

Disposition of Motion (Adopted or Defeated): _____

Conclusion of Meeting: Time that Meeting Adjourned: _____

Secretary Signature: _____

Notification Date of Approval of the Meeting Minutes (*After minutes were distributed, reviewed, amended and approved by the board*): _____

*****Please see attached forms for extra motion and report recording templates*****

Extra Motion Recording Templates

Record All Motions (except if withdrawn)

Motion Maker Name: _____

Motion Second By: _____

Record of Motion: _____

Disposition of Motion (Adopted or Defeated): _____

Record All Motions (except if withdrawn)

Motion Maker Name: _____

Motion Second By: _____

Record of Motion: _____

Disposition of Motion (Adopted or Defeated): _____

Record All Motions (except if withdrawn)

Motion Maker Name: _____

Motion Second By: _____

Record of Motion: _____

Disposition of Motion (Adopted or Defeated): _____

Record All Motions (except if withdrawn)

Motion Maker Name: _____

Motion Second By: _____

Record of Motion: _____

Disposition of Motion (Adopted or Defeated): _____

Extra Report Recording Templates

Records of Reports:

Record of Reports Given and Action(s) Taken on Reports: _____

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