CORPORATE MINUTES

**Call to order:** A \_\_\_\_\_\_\_\_\_\_\_\_\_\_ kind of meeting of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ organization name , was held in \_\_\_\_\_\_\_\_\_\_\_\_ place, city, state on \_\_\_\_\_\_\_\_\_\_\_\_\_ date , 20\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The meeting convened at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ time, President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ name presiding, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ name, secretary. Some small organizations choose to list attendees. This works well for boards of directors.

**Members in attendance:** optional item

**Members not in attendance:** optional item

**Approval of minutes:** Motion was made by name, and seconded to approve the minutes of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date meeting. **Motion carried.**

**Officers' reports:**

President

Vice president

Secretary

Treasurer

**Board and committee reports:**

**Unfinished business:**

Subject title

*Motion*: Moved by name that state motion.

**Motion carried. Motion failed.** leave only one of these

**New business:**

Subject title

*Motion*: Moved by name that state motion.

**Motion carried. Motion failed.**  leave only one of these

**Announcements:**

**Adjournment:** The meeting was adjourned at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ time.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary Date of approval