**COUNCIL MEETING MINUTES FOR**

[ORGANIZATION’S NAME]

**I. MEETING DETAILS**

Chairperson: [CHAIRPERSON’S NAME]

Secretary: [SECRETARY’S NAME]

Date: [DATE]

Time: [TIME]

Location: [LOCATION NAME]

Street Address: [STREET ADDRESS]

City: [CITY]

State: [STATE] Zip: [ZIP CODE]

**II. ATTENDANCE**

[RECORD NAMES OF ATTENDEES AND ABSENTEES]

**III. CALL TO ORDER**

[APPROVE PREVIOUS MEETING MINUTES AND CURRENT MEETING AGENDA]

**IV. OLD BUSINESS**

[DISCUSS OUTSTANDING FINANCIAL AND PROGRAMMING MATTERS AND RECORD VOTES]

**V. NEW BUSINESS**

[DISCUSS NEW AND ONGOING PROGRAMS, REPORTS, COMMUNITY CONCERNS, ETC.]

**VI. OTHER ITEMS**

[ANNOUNCEMENTS, NOMINATIONS, AND OTHER BUSINESS MATTERS]

**VII. PUBLIC COMMENT**

[OPEN COMMENTS AND QUESTIONS FROM COMMUNITY ATTENDEES]

**VIII. ADJOURNMENT**

[ENTER MEETING END TIME, CHAIR APPROVES MINUTES]

Minutes submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­