**FORMAL MEETING MINUTES FOR**

[ORGANIZATION’S NAME]

**I. MEETING DETAILS**

Chairperson / Meeting Leader: [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. ATTENDEES**.

[ENTER WHO IS PRESENT]

**III. ABSENCES**.

[ENTER WHO IS ABSENT]

**IV. CALL TO ORDER**.

[APPROVAL OF PREVIOUS MEETING MINUTES AND CURRENT MEETING AGENDA]

**V. OLD BUSINESS**.

[LIST OUTSTANDING MATTERS, DESCRIBE ISSUES, AND RECORD VOTES]

**VI. NEW BUSINESS**.

[LIST NEW ITEMS, REPORTS, FINANCIAL STATEMENTS, BUSINESS IDEAS, ETC.]

**VII. OTHER ITEMS**.

[LIST ANNOUNCEMENTS, NOMINATIONS, OR OTHER RELEVANT MATTERS]

**VIII. ADJOURNMENT**.

[ENTER TIME THE MEETING ENDED]

Submitted by: DESIGNEE'S SIGNATURE­ Print Name: DESIGNEE'S NAME­

Approved by: APPROVER'S SIGNATURE­ Print Name: APPROVER'S NAME­