**ANNUAL 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. ATTENDEES**

[ENTER WHO IS PRESENT]

**III. ABSENCES**

[ENTER WHO IS ABSENT]

**IV. CALL TO ORDER**

[INTRODUCTION, STATUS OF ORGANIZATION, APPROVAL OF PREVIOUS MEETING MINUTES, AND CURRENT MEETING AGENDA]

**V. OLD BUSINESS**

[REVIEW THE PAST YEAR'S BUSINESS AND FISCAL REPORTS]

**VI. NEW BUSINESS**

[SUMMARIZE ALL BUSINESS PROJECTS FOR THE UPCOMING YEAR, AND REVIEW THE ANNUAL BUDGET]

**VII. VOTE**

[CHAIRMAN LEADS VOTES FOR GROUP DECISIONS THAT MUST BE MADE]

**VIII. ADJOURNMENT**

[ENTER TIME THAT MEETING ENDS, AND CHAIR APPROVES MINUTES]

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

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