

Basic Meeting Minutes Template

[Your Neighborhood Association]
[Type of meeting: General, Board, Executive, etc.]
[Draft/Approved] Minutes
[Date] [Time] [Location]

Meeting Attendees:

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Introductions and approval of [Last month] meeting minutes

Meeting comes to order at [time]. (If quorum is not met, record that it was not met) List any amendments or edits.

Motion: [Name of individual] motions to approve minutes (with amendments, if any). [Name of individual] seconds. [Number of people] in favor. [Number of people] opposed. [Number of people] abstain. Motion [passes / fails].

Notices, Announcements, etc.

[Name of individual]: main points of announcement

Treasurer's Report (Name of treasurer)

Include only major points of discussion or decision. If a motion is made, include the original motion, the second, and the results.

Land Use Chair's Report (Name of Land Use Chair)

Include only major points of discussion or decision. If a motion is made, include the original motion, the second, and the results.

Other Officer Report (Name of officer)

Repeat as necessary

Title of discussion/presentation (Name of presenter, affiliation)

Include only major points of discussion or decision. If a motion is made, include the original motion, the second, and the results.

Meeting Adjournment

[Name of individual] motions to adjourn. [Name] seconds. **Meeting adjourns at [time]**

Minutes taken by [Name of record keeper, affiliation to Neighborhood Association]