**Template: Sample minutes**

**MINUTES of *[Organisation name]***  
**Meeting date**: \_\_\_\_\_\_\_\_

**Call to order:**

A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[kind of meeting]* meeting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[organisation name]*, was held in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[place, city, state]* on \_\_\_\_\_\_\_\_\_\_ [date], 20\_\_.

The meeting convened at \_\_\_\_\_\_\_\_\_ *[time]*, Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name]* presiding and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name]* as secretary.

**Members in attendance:** *[optional item]*

**Members not in attendance:** *[optional item]*

*Some small organisations list attendees. This works well for governing bodies and boards of directors.*

**Approval of minutes:**

Motion was made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name]*, and seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name]* to approve the minutes of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[date]* meeting.

**Motion carried.**

**Officers’ reports:**

Chairperson:

Secretary:

Treasurer:

**Board and committee reports:**

**Unfinished business:**

*[Subject of unfinished business]*

*Motion*: Moved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name]* and seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name]* that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[explain the motion]*.

**Motion carried/Motion failed.** *[Leave only one of these.]*

**New business:**

*[Subject of new business]*

*Motion: Moved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name] and seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name] that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [explain the motion].*

**Motion carried/Motion failed.** *[Leave only one of these.]*

**Announcements:**

**Adjournment:**

The meeting was adjourned at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[time].*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Secretary Date of approval  
*[Organisation name]*