

Meeting Minutes

Association Name

Meeting Type

Monthly / Budget / Annual / Other

Date & Time

Quorum Confirmed

Yes No

ATTENDANCE

Board Members Present:

Board Members Absent:

Guests Present:

PROCEEDINGS

Call to Order *(Official meeting begins)*

Approval of Prior Minutes *(Present the prior minutes and vote for approval)*

Treasurer's Report

BUSINESS

Old Business *(Items tabled from the last meeting)*

- Issue 1
 - Motion to approve
 - Vote

New Business *(Items to be discussed at this meeting)*

- Issue 1
 - Motion to approve
 - Vote

MEMBER COMMENTS

- Member Name
 - Member Address
 - Comment

EXECUTIVE SESSION (If needed)

- Issue 1
 - Motion to approve
 - Vote

CLOSING

Action Items *(Assignments required before the next meeting)*

- Issue 1

Next Meeting Date:

Adjournment

17. PREPARED BY

18. APPROVED ON
