

# Council Meeting Minutes

[ORGANIZATION'S NAME]

## I. MEETING DETAILS

Chairperson:

Secretary:

Date:

Time:

Location:

Street Address:

City:

State:            Zip:

## II. ATTENDANCE

[RECORD NAMES OF ATTENDEES AND ABSENTEES]

## III. CALL TO ORDER

[APPROVE PREVIOUS MEETING MINUTES AND CURRENT MEETING AGENDA]

## IV. OLD BUSINESS

[DISCUSS OUTSTANDING FINANCIAL AND PROGRAMMING MATTERS AND RECORD VOTES]

## V. NEW BUSINESS

[DISCUSS NEW AND ONGOING PROGRAMS, REPORTS, COMMUNITY CONCERNS, ETC.]

## VI. OTHER ITEMS

[ANNOUNCEMENTS, NOMINATIONS, AND OTHER BUSINESS MATTERS]

## VII. PUBLIC COMMENT

[OPEN COMMENTS AND QUESTIONS FROM COMMUNITY ATTENDEES]

## VIII. ADJOURNMENT

[ENTER MEETING END TIME, CHAIR APPROVES MINUTES]

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

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