



# Member Meeting Minutes

**Purpose of Meeting:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Attendees:** Please see attached sign-in sheet

**Who Presided:** \_\_\_\_\_

**Were Previous Minutes Read and Approved?** Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

**Time Adjourned:** \_\_\_\_\_

**Business Conducted:**

**1:** \_\_\_\_\_

\_\_\_\_\_

**2:** \_\_\_\_\_

\_\_\_\_\_

**3:** \_\_\_\_\_

\_\_\_\_\_

**4:** \_\_\_\_\_

\_\_\_\_\_

**5:** \_\_\_\_\_

\_\_\_\_\_

**Recorded By:** \_\_\_\_\_

(Print Name)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_