

SAMPLE ANNUAL MEETING AGENDA & MINUTES

AGENDA

1. Welcome
2. Determinate of Quorum, Proof of Notice
3. Overview of Agenda
4. Read/Waive Reading of Prior Minutes
5. Report of Officers
6. Report of Committees
7. Old Business
8. New Business
9. Open Forum/Brainstorming
10. Election of directors.
11. Adjournment.

MINUTES

[Minutes record an outline of certain specifics; minutes are not a narrative, personal statements, or transcript. Minutes should reflect:

1. Date, location, time of meeting
2. Whether a quorum was present
3. Whether notice of the meeting was properly given
4. All motions made and seconded and the result of voting
5. Outline of ideas presented during open forum
6. Adjournment]