**The XYZ Association**

4141 NW Address Blvd, AnyTown, ST 11111-1234

**Minutes**

[Date]

|  |  |
| --- | --- |
| **Call to Order** | The [Regular/Special/Annual/Continued] Meeting of the [Board/Membership/ ABC Committee] was called to order at [time] in the [location] by [chair name]. {[Secretary name] was in attendance and ensured everyone signed the attendance roster. [Secretary pro-tem name] was [selected/elected] to fill in for the secretary. |
| **New Members** | The following persons were welcomed as new members:  [Person1], [Person2], and [Person3] |
| **Minutes** | The minutes of the [minutes date] meeting were approved as [read/rendered/ posted/corrected]. |
| **Financial Report** | Treasurer [Treasurer’s name] presented the financial report. Attached. |
| **Officer’s Reports** | The follow officers presented reports: [chair name], [officer2], [officer3]. Report(s) attached. |
| **Executive Board Report** | Secretary [Secretary’s name] presented the financial report. Report attached. |
| **Committee Reports**  **201412-012** | The [standing/special] committee on [committee name] reported [on topic/ (report attached) ] and moved the following motion:  [motion text]. Motion [was adopted/failed] |
| **201412-013** | The [standing/special] committee on [Committee name] reported [on topic/ (report attached) and moved the following motion:  [motion text]. Motion [was adopted/failed] |
| **Unfinished Business**  **201412-009** | The following motions were considered:  [motion text]. Motion [was adopted/failed] |
| **201412-010** | [motion text]. Motion [was adopted/failed] |
| **201412-011** | [motion text]. Motion [was adopted/failed] |
| **New Business**  **201412-014** | The following motions were considered: [Only include motions that are adopted]  [motion text]. Motion was adopted. |
| **201412-015** | [motion text]. Motion was adopted. |
| **201412-016** | [motion text]. Motion was adopted. |
| **Program** | [Speaker name] presented a program on [program topic] |
| **Announcements** | The following announcements were made:  [announcement 1]  [announcement 2]  [announcement 3, etc.] |
| **Good of the Order** | *{statements for the good of the order}* |
| **Continuation of meeting***{if needed}* | The meeting was set to be continued after adjournment to meet on [continued meeting date] at [continued meeting time] in [continued meeting location].  *{use only if the meeting is continued; place within the minutes where the “fix time to which to Adjourn is made and passed}* |
| **Adjournment** | The meeting was adjourned at [adjournment time]*[to meet again at date/time if continued]*. |

Signed: Date Approved:   
 Secretary [pro-tem]