Meeting Minutes

Day/Date/Year

Members present:

Members absent:

Guests:

(List all members present, absent, and others present or attach the sign-in to the back of the document) Identify the organization or affiliation of the guests that are invited to attend the meeting.

1. Call to Order
   1. Establish Quorum

**Discussion/Summary:**

**Motion:**

**Action:** Motion passed/Motion Failed.

* 1. Welcome/Introductions

**Discussion/Summary:**

**Motion:**

**Action:**  Motion passed/Motion Failed.

* 1. Adoption of Consent Agenda

**Discussion/Summary:**

**Motion:**

**Action:**  Motion passed/Motion Failed.

* 1. Adoption of Meeting Agenda

**Discussion/Summary:**

**Motion:**

**Action:** Motion passed/Motion Failed.

* 1. Conflict of Interest Disclosure

**Discussion/Summary:**

**Motion:**

**Action:**  Motion passed/Motion Failed.

1. President’s Report

**Discussion/Summary:**

**Motion:**

**Action:** Motion passed/Motion Failed.

1. Treasurer’s Report

**Discussion/Summary:**

**Motion:**

**Action:**  Motion passed/Motion Failed.

1. Chapter or SIG Reports

**Discussion/Summary:**

**Motion:**

**Action:**  Motion passed/Motion Failed.

1. Committee Reports

**Discussion/Summary:**

**Motion:**

**Action:**  Motion passed/Motion Failed.

1. Unfinished Business

**Discussion/Summary:**

**Motion:**

**Action:**  Motion passed/Motion Failed.

1. New Business

**Discussion/Summary:**

**Motion:**

**Action:**  Motion passed/Motion Failed.

1. Meeting Adjourned

(Include time and time zone)