ABATE OF OHIO, INC.

SAMPLE MEETING MINUTES

ABATE of Ohio, Inc.
(Description) Meeting
Minutes
Month dd, yyyy
(Descripion of Location)

Call to Order by (Officer Name) at (Time)

Pledge of Allegiance

Moment of Silence

Roll Call:
 (Office Title): (Officer Name) __present __absent – proxy to (Proxy Holder)
 (list all officers in the above format)

Introduction of Guests:
 (Name), (Region / Affiliation)
 (list all guests in the above format)

Minutes of Last Meeting and Approval:
 (Description of any corrections)
 (Motion to accept the minutes)

Old Business:
 (Agenda item), (Details of discussion), (Motion), (Decision)
 (list all agenda items in the above format)

Officer Reports:
 (Office Title), (Details). (Attach written reports.)
 (list all reports in the above format)
 (Motion to accept the treasurer's report)

New Business:
 (Agenda item), (Details of discussion), (Motion), (Decision)
 (list all agenda items in the above format)

Remarks for the Good of the Order:
 (Items / Ideas), (Details of discussion)
 (list all items / ideas in the above format)

Adjourment:
 (Motion to adjourn)

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SAMPLE MEETING MINUTES

Characteristics:

1. Category: Board.

2. Established by: Bylaws Article II: Board Meetings.

3. Purpose: To demonstrate sample meeting minutes.

4. Audience: Any person recording a meeting.

5. Required? Suggested.

Directions:

1. Old Business – any items still open must be moved to next agenda as Old Business.

2. New Business – any idea developed enough to either be moved forward with or voted on.

3. Remarks for the Good of the Order – any idea presented may be developed into a subject for discussion under New Business on the next agenda.

4. Adjournment – motion to adjourn should be made only after all business has been addressed.

Special Cases:

1. Remember this is a sample; develop what works for your board or committee.

2. This form is to be used in parallel with Sample Meeting Agenda (F024).

Handling:

1. Develop and distribute before the meeting.