

ANNUAL MEETING MINUTES FOR

I. MEETING DETAILS

Chairperson: _____

Secretary: _____

Date: _____

Time: _____

Location: _____

Street Address: _____

City: _____

State: _____ Zip: _____

II. ATTENDEES

III. ABSENCES

IV. CALL TO ORDER

V. OLD BUSINESS

VI. NEW BUSINESS

VII. VOTE

VIII. ADJOURNMENT

Minutes submitted by: _____ Print Name: _____

Approved by: _____ Print Name: _____

