**EDUCATION MEETING MINUTES FOR**

[ORGANIZATION’S NAME]

**I. MEETING DETAILS**

Chairperson: [CHAIRPERSON’S NAME]

Secretary: [SECRETARY’S NAME]

Date: [DATE]

Time: [TIME]

Location: [LOCATION NAME]

Street Address: [STREET ADDRESS]

City: [CITY]

State: [STATE] Zip: [ZIP CODE]

**II. ATTENDEES**

[ENTER BOARD MEMBERS AND SCHEDULED SPEAKERS WHO ARE PRESENT]

**III. ABSENCES**

[ENTER BOARD MEMBERS AND SCHEDULED SPEAKERS WHO ARE ABSENT]

**IV. CALL TO ORDER**.

[APPROVAL OF THE PREVIOUS MEETING MINUTES AND THE CURRENT MEETING AGENDA]

**V. OLD BUSINESS**.

[LIST ALL OUTSTANDING MATTERS, DESCRIBE ISSUES, AND RECORD VOTES]

**VI. NEW BUSINESS**.

[LIST NEW BUSINESS ITEMS, REPORTS, STATEMENTS, IDEAS, COMMUNITY CONCERNS, ETC.]

**VII. OTHER ITEMS**

[LIST ANNOUNCEMENTS, NOMINATIONS, OR OTHER BUSINESS MATTERS]

**VIII. PUBLIC HEARING**

[LIST OPEN COMMENTS AND QUESTIONS FROM THE COMMUNITY]

**IX. ADJOURNMENT**.

[ENTER THE TIME THE MEETING ENDED, AND THE CHAIR APPROVES THE MINUTES]

Minutes submitted by: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)\_­ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_

Approved by: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­](https://esign.com/)  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­