

## MEETING MINUTES TEMPLATE

Name of co-operative \_\_\_\_\_

Board of Directors \_\_\_\_ General meeting \_\_\_\_

Date and time \_\_\_\_\_

Meeting location and address \_\_\_\_\_

**In attendance:**

Recording secretary \_\_\_\_\_

Chair \_\_\_\_\_

See sign-in sheet attached (if general meeting)

Directors (if board meeting):

\_\_\_\_\_  
\_\_\_\_\_

Visitors:

\_\_\_\_\_

Absent with consent (if board meeting):

\_\_\_\_\_

Absent without consent (if board meeting):

\_\_\_\_\_

Call to order at: \_\_\_\_\_

Agenda items / motions/ discussion	Action required Person responsible
Adoption of agenda	
Approval of previous minutes of _____	
Business arising from minutes	
<i>(Record key points considered, decisions made, assignments and deadlines.)</i>	

### Close of meeting

No further business to conduct, the chairperson declared the meeting closed at \_\_\_\_\_

Minute-Taker's Signature \_\_\_\_\_ Chair's Signature \_\_\_\_\_

Approved at Board (or General) meeting of \_\_\_\_\_

Secretary's Signature \_\_\_\_\_

Date \_\_\_\_\_