Example of Minutes

WOMEN’S COUNCIL OF REALTORS®, Bigtown Chapter

City, State

A REGULAR MEETING OF THE GOVERNING BOARD

Date: September 5, 20\_\_

Time: 2:00 p.m

Place: Bigtown Association of REALTORS®

Presiding: President Sue Smith

Attendees: Barbara Brown, Elaine Jefferson, Janet Jones, Kay King, Mary Mason, Rose Rogers, Tillie Tuttle, Wanda Williams (a quorum)

Governing Board Actions

I. Minutes of the previous meeting were Approved.

II. Treasurer’s report was accepted and placed on file.

III. Committee reports received

IV. FUNDRAISING PROJECT: Moved and seconded to hold a silent auction at the next Chapter membership meeting, with Kay King to organize and chair. Approved.

V. OFFICER VACANCY: Moved and seconded to elect Elaine Jefferson to fill the unexpired term of Secretary/Treasurer. Approved.

VI. The meeting was adjourned at 2:30 p.m.

Any corrections or amendments to minutes or Treasurer’s report should be marked in RED. It is permissible to write amendments on a separate page to become part of an attached to minutes. Minutes should not be rewritten after they have been presented.

The permanent Chapter minutes book is an important document. Pass it on to the new Secretary immediately upon completion of your term.  
  
It simplifies the taking of minutes if information is obtained beforehand. Ascertain the purpose of the meeting, and if possible, get copies of resolutions, reports, etc., to be presented.

Obtain a list of the persons to be present, and at the meeting simply check the names “P” or “A” (present or absent) on the list. Note late arrivals and early departures, as an important point may hinge on whether or not a certain person heard a certain discussion.