

SAMPLE SECRETARY'S MINUTES

Meeting Type: (officers or general membership): ____

Date: _____

1. Call to Order by _____ Who: _____

Time/place: _____

2. Roll Call _____ Who: _____

Members/Present/Absent: _____

3. Reading of Minutes _____ Who: _____

Approved: _____

4. Reports _____ Treasurer: _____

Other Officers: _____

Committees: _____

4. Unfinished business (long-range plans, votes on motions already introduced)

6. New business (Introducing a new idea, committee, or motion)

7. Announcements (reminders, messages from principal or teacher leader)

8. Adjournment Time: _____

Secretary: _____

Date approved: _____