

CAHF CHAPTER TOOLKIT

Sample Meeting Minutes

Sample Meeting Minutes
(Chapter Name)
(Meeting Date)

Attendance: (List of meeting attendees)

Absent: (Chapter officers who were absent)

I. ADMINISTRATIVE ISSUES

The meeting was called to order at (time).

The minutes from the (date) meeting were read and approved.

II. FINANCIAL ISSUES

The Treasurer's report dated (date) was read and approved.

A motion and second was made to donate \$(dollars) to (cause). The Treasurer will mail a check to (name).

III. EVENTS

The Events subcommittee discussed initial plans for the holiday dinner. The dinner will be held at (Restaurant) on (Date). More details will be available at the next meeting.

IV. LEGISLATIVE ISSUES

Legislative district office visits have been scheduled as follows:
(Legislator) will be visited by (name) and (name) on (date).

V. EDUCATION

Members discussed inviting (name) to do a future presentation on (subject). (Name), Education Chair, will issue an invitation.

The chapter business meeting was followed by a presentation from (Name) on (subject).

VI. OTHER BUSINESS

The next scheduled meeting is (date) at (time).

The meeting was adjourned at (time).

Minutes recorded and submitted by (name), Secretary