



Committee Meeting Minutes Template

Date & time of meeting: **Conference Call** **Meeting** (circle one)

Attending:

Excused: (committee member who notified chairman that they were not available)

Absent: (committee members who did not notify chair)

(Use your Agenda to structure your note taking.)

Record:

Topic

Discussion Highlights

Motions made by whom, seconded by whom and if passed

Consensus

Who made any decisions

Actions that need to be taken, by whom, when

What needs to be done?	Who is going to do it?	Due by when?

Scribe is to send minutes to Committee Chair. Chair reviews/sends edits to Scribe. Scribe makes edits and sends revised minutes to Committee Members and Office Manager. Office Manager files and distributes to Committee Chairs, Executive Committee Members and President/CEO.