MEETING MINUTES

Name of Group: 

Place & Date of meeting: 

Kind of meeting (regular or special): 

Who presided: 

Time meeting started: 

Approval of minutes of previous meeting: 

Treasurer’s report: 

Report of other officers and committees: 

Complete motions, with name of person making motion: 

Important points discussed (if have value for future reference): 

Adjournment: 

Outline of Educational program  

Secretary’s signature: 

Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.