**SAMPLE TEMPLATE 1 – Minutes**

**ABC Community League**

**Board Meeting MINUTES**

**Feb. 14, 2009, 7 – 10 p.m., ABC Hall**

1. The meeting was called to order by chairperson Judy Doe, who welcomed all those present. Absent with notification: Joe Smith.
2. Minutes of the Jan. 12, 2009 meeting were read, corrected and accepted.
3. Old business.
   1. MOTION: that the date of the spring BBQ be changed to the Victoria Day weekend. Discussion.

Moved: Ms. C

Seconded: Mr. D

**DEFEATED**

1. New business
   1. MOTION: that ABC Community League send three delegates to the “Roles and Responsibilities of Society Directors” Workshop.

Moved: Mr. E

Seconded: Mr. F

**CARRIED**

* 1. Promotions Committee reported that . . .
  2. The Hall Manager reported that . . .

1. Future agenda:
2. Finalize plans for spring BBQ
3. Sponsorship of local clubs
4. Report from Membership Committee
5. Next meeting – March 17, 2009, 7 – 10 p.m., at the ABC Hall
6. Meeting adjourned at 10 p.m.

*(Adapted from “Board Development – Meetings that Work” PDF, Board Development Program, Alberta Culture and Community Spirit.)*

**SAMPLE TEMPLATE 2 – Minutes**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_COMMUNITY LEAGUE**

**MINUTES of Executive Meeting - February 7, 2009**

**Present:** (People who attended) **Absent:** (Anyone who was missing)

**Guest:** (List any guests who were invited)

**Observer:** (General public not on the board but have interest)

**1.** Meeting called to order by \_\_\_\_\_\_at \_\_\_\_\_\_\_\_ p.m.

**2.** Additions to agenda

8.3 Community Health Council request for input

**3.** \_\_\_\_\_\_\_\_ moved to approve agenda as amended, 2nd by \_\_\_\_\_\_\_\_\_, & carried

**4.** Minutes of January 3, 2009

Corrections note; 7.1 “2009” website 9.2 “Smyth”

**Motion:** \_\_\_\_\_\_\_\_\_ moved to approve minutes from January 3, 2009 as corrected - 2nd by \_\_\_\_\_\_\_ & carried

**5.** **Business arising from minutes (**these are follow-up to actions in previous minutes)

**5.1 Items**

* Record communication and any actions that may have occurred.
* Further discussion deferred to the March meeting

ACTION: Record who is responsible and any action that person is doing to follow up. Also record when the action should be completed.

**6.** **Reports:**

**6.1** President’s Report

* List communication or attach submitted reports

**ACTION:** List any actions to be taken due to the report and who is responsible and deadline for the follow-up.

6.2 Treasurer’s Report

6.2 CRC

6.3 Park – no report

6.4 Hall rentals

6.5 Hall maintenance

6.6 Park maintenance

6.7 Membership – no report

6.8 Program

6.10 Casino

6.11 Newsletter

**7. For Decision**

**8. For Discussion**

8.1 Kitchen cleaning

8.2 Vandalism to playground

8.3 Community Health Council request

**9. Next meeting:** March 6, 2009 at 7 p.m.

\_\_\_\_\_\_\_\_\_ moved to adjourn the meeting at \_\_\_\_\_\_\_\_\_p.m.; 2nd by \_\_\_\_\_\_\_\_\_& carried.