

XXXXX Neighborhood Council

Minutes

Day of the Week Month Day, 20XX – Time p.m.

Location of Meeting

Address of Meeting Location

Members Present: Xxx Xxxxx
Xxxxx Xxxxxx

Guest(s): Xxxxx Xxxx
Xxxx Xxxxxxx

I. Approve Agenda.

**Motion to Approve-(state member name), Second-(state member name):
All approved**

II. Reading of Mission and Vision Statement: Done by (state member name)

(Type Mission and Vision Statement Here)

III. Approve minutes: (State date of meeting here)

**Motion to approve--(state member name), Second-(state member name):
All approved**

IV. Old Business

a. State activities/events/responsibilities here
(Example below)

I. Name of activity, date of activity

A. Description of activity

**State the tasks that need to be completed and assignment of
responsibilities in bold.**

V. New business

a. State activities/events/responsibilities here

VI. Agenda for (state next meeting date here) meeting

a. State activities/events/responsibilities here