

## Minutes Form

[Related documents on worktogether.ca](#)

Minutes of *Organization* \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

The meeting was called to order by Chairperson: \_\_\_\_\_

Minutes of the \_\_\_\_\_ meeting were read, (corrected), and accepted.

Officer's Reports

Standing Committee Reports

Special Committee Reports

Old/Unfinished Business

New Business

Future Agenda

Date, time, location next meeting

Adjournment time