

Annotated Sample Meeting Minutes (May 2024 version)

<specify AGM if applicable> MEETING MINUTES

Name of Committee: <insert>
Meeting Date: <insert>
Meeting Time: <insert>
Meeting Location: <specify in person, virtual or hybrid>

ATTENDEES:

Voting	Observer	Guest	Name and type of attendance		Comp/Local
X			I	<Name>	DCL 44400
X			I	<Name>	RST 55555
	X		V	<Name>	ABC 33300
	X		V	<Name>	ABC 33300
		X	I	<Name>	RO Reg Rep
		X	V	<Name>	REVP Prairies
		X	I	<Name>	Guest Speaker

<For Area Councils only – each executive member may vote PLUS 2 members per local for the first 500 members (not including RANDs) and 1 additional delegate for each additional 500 members or part thereof. Plus 1 delegate from the RWC, HRC/RIPC, YWC in the area>

<For HRC (including RIPC), RWC, YWC, each executive member may vote PLUS 1 delegate per local.>

<A MINIMUM of 3 voting delegates is required for quorum>

<Only voting delegates can move or second motions or nominations and participate in the vote. Type of attendance is I for In-Person and V for virtual>

1.	Call to Order at <insert time>
2.	Land Acknowledgement
3.	Statement on Harassment https://prairies.psac.com/wp-content/uploads/2021/08/ANTI.pdf Identified Anti-Harassment Coordinator: <insert name>
4.	Approval of the Agenda If any amendments are proposed, specify the amendment and the mover and second, If no amendments, record as follows: m/s/c <insert names of mover and second> If there were amendments, record as:

	m/s/c as amended <insert name of mover and seconder>
5.	<p>Review and approval of previous meeting's minutes</p> <p>If any amendments are proposed, specify the amendment and the mover and seconder,</p> <p>If no amendments, record as follows:</p> <p>m/s/c <insert names of mover and seconder></p> <p>If there were amendments, record as:</p> <p>m/s/c as amended <insert name of mover and seconder></p>
6.	Report of Chair or President <insert appropriate title for your committee>
7.	<p>Financial Statement</p> <p>A completed financial statement should be circulated to attendees or shared on the screen. Bank balances and expenses paid since the last meeting can be considered a financial statement for meetings other than the AGM. Bank balance and expenses paid or outstanding should be recorded in the minutes as the financial statement. A full financial statement must be attached to the minutes for AGM's.</p> <p>m/s/c <insert name of mover and seconder></p>
8.	<p>Review of outstanding action items from previous meeting(s)</p> <ul style="list-style-type: none"> • <insert any items from previous meetings and record updates>
9.	<p>Correspondence</p> <ul style="list-style-type: none"> • Report on any correspondence received such as emails from the RO or the REVP Office. If none received since the last meeting, specify none.
10.	<p>New Business</p> <ul style="list-style-type: none"> • <specify new business to discuss. If documents such as budget requests or proposals were distributed, ensure they are attached to the minutes> <p>When decisions are made such as approving budget requests, delegate elections, etc, record the decision and m/s/c <insert names of mover and seconder></p>
11.	<p>Next meeting</p> <ul style="list-style-type: none"> • <Insert date, time and location of next meeting>
12.	<p>Adjournment <insert time></p> <p>m/s/c <insert names of mover and seconder></p>