

ANNUAL MEETING MINUTES

Organization Name: _____ Meeting Location: _____

Meeting Chairperson: _____ Secretary: _____

Attendees:

Call to Order:

The meeting was called to order by the Chairperson at the designated location. The Chairperson confirmed that a quorum was present and all preliminary matters were addressed.

Approval of Previous Meeting Minutes:

The minutes of the previous annual meeting were reviewed and approved by the attendees without amendment.

Reports:

President's Report:

The President presented a summary of the organization's activities during the past year, highlighting key achievements, challenges, and initiatives.

Treasurer's Report:

The Treasurer provided the financial report, detailing income, expenditures, and current financial status. The report was accepted as presented.

Elections:

Nominations were opened for the Board of Directors. The following individuals were nominated and elected by majority vote: 1. Chairperson: _____ 2. Vice Chairperson: _____ 3.

Secretary: _____ 4. Treasurer: _____ Other Board Members:

New Business:

The following new business items were discussed and resolutions were adopted accordingly: - Item 1:

_____ - Item 2:

_____ - Item 3:

Adjournment:

There being no further business, the meeting was adjourned with thanks to all attendees.

Certification:

These minutes were prepared by the Secretary and approved by the Chairperson. They constitute a true and accurate record of the proceedings of the Annual Meeting.

Chairperson Signature

Secretary Signature

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

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