

How to take meeting Minutes

Sample Local Meeting Minutes

Minutes of the meeting of April 12, YYYY.

President Linda Jansen called the meeting of Local 1234 to order at 6 p.m.

1. Roll call of officers was taken by Recording Secretary Lou Westover. All officers were present.
2. The minutes of the previous meeting were distributed, read, amended as necessary and approved.
3. The president asked the recording secretary to read the local's correspondence. Letters were read from the committee on political education asking for participation in the voter registration drive and from the council president concerning the upcoming Education Conference.
4. Reports of the Officers:
 - A. The president reported on the executive board meeting held on April 5, YYYY. It was moved by Jack Ely, seconded and carried that the report be accepted.
 - B. Secretary-Treasurer Rudy Martinez distributed and reviewed the monthly financial report for March (a copy is attached). After questions and discussion, it was moved by Arlene Smith, seconded and carried that the report be accepted.
5. Committee Reports:
 - A. Organizing Committee. Chairperson Leroy Gordon reported that 22 new members had been signed up in March.
 - B. Steward Committee. Vice President Mary Weiss reported that a group grievance was being filed over the recent change in the dress code.