

COMMITTEE MINUTE FORM/GUIDELINE

COMMITTEE: _____

Date of Meeting: _____

People Present: _____

Please list: agenda items, followed by pertinent points of discussion, and the action/ disposition of the agenda item (i.e., no recommendation, Motion to the Session, follow-up in _ months, etc.).
Please include: a timeframe for completion if action is required on a motion (i.e., to be before Session on _____ date, etc.).

Additionally, please send a copy to the office for a) duplication and mailing to committee members and to be included in the next packet going out to Session members; b) for office records and c) for office staff information.

1) Agenda Item:

Pertinent points of Discussion:

Recommendation/Resolution/Next Steps (if any):

2) Agenda Item:

Pertinent points of Discussion:

Recommendation/Resolution/Next Steps (if any):

Use Reverse side for additional items
(Send copy to office for records and distribution with Session agenda for next Session meeting).