

***Insert club logo here***

**Minutes of the insert name of club Executive Committee meeting**

***(insert date)***

**Held (virtually, in person, or in hybrid mode) on (insert date)**

**IN ATTENDANCE:** First name, last name, and role

First name, last name, and role

First name, last name, and role

First name, last name, and role

**ABSENT:** If applicable: first name, last name, and role

**GUEST:** If applicable: first name, last name, and role, without speaking or voting privileges

1. **Meeting opening and welcome**

The President welcomed the members of the Executive Committee. (You can add text so that the record reflects what was said at the meeting.)

1. **Determination of quorum**

\_\_\_ of \_\_\_ members in attendance in accordance to Paragraph \_\_\_\_ of the Clubs BY-Laws.

With the President and 4 of the 4 members of the Executive Committee present at the meeting, quorum was reached in accordance with the Club’s by-laws.

Therefore, the meeting could legally proceed.

1. **Reading and adoption of the agenda**

The Club President, Mr./Ms. (insert name), read the agenda and explained the main aspects of each item and their importance. The varia remained open.

(You can add text so that the record reflects what was said at the meeting.)

Following the reading of the agenda presented at the beginning of the meeting, it was proposed as presented or amended with the following (insert amendments).

**Proposed:** (first and last name) **Seconded:** (first and last name)

**Adopted unanimously or by majority (indicate which)**

***R-2022-12-07-01***

***(Year, month, day, and resolution # – 1 in this case, as it’s the meeting’s first)***

1. **Reading of the previous meeting minutes (Optional paragraph)**

The Club President, Mr./Ms. (insert name), requested that the members defer the reading of the minutes, as they were sent with the notice of meeting, and it was assumed that each member of the Executive Committee had read them.

(You can add text so that the record reflects what was said at the meeting.)

As proposed by the President, waiving the reading of the minutes was:

**Proposed:** (first and last name) **Seconded:** (first and last name)

**Adopted unanimously or by majority (indicate which)**

***R-2022-12-07-02***

***(Year, month, day, and resolution # – 2 in this case, as it’s the meeting’s second)***

1. **Adoption of the previous meeting minutes**

The Club President, Mr./Ms. (insert name), asked the members if the (insert date) minutes were consistent with the discussions held at that meeting.

(You can add text so that the record reflects what was said at the meeting.)

The (insert date) minutes were proposed and seconded in their entirety by the following persons **or** the (insert date) minutes were proposed and seconded with the following changes (insert changes) by:

**Proposed:** (first and last name) **Seconded:** (first and last name)

**Adopted unanimously or by majority (indicate which)**

***R-2022-12-07-03***

***(Year, month, day, and resolution # – 3 in this case, as it’s the meeting’s third)***

1. **Discussion of items on the agenda**

This section should include each item from the adopted agenda and summaries of each discussion. Your minutes must include the same items you adopted in section 3.

Only items requiring a vote should include a square indicating who proposed and seconded the resolution.

**6.a (item #1)**

If a resolution or decision was made, note the details of the resolution.

**Proposed:** (first and last name) **Seconded:** (first and last name)

**Adopted unanimously or by majority (indicate which)**

***R-2022-12-07-04***

***(Year, month, day, and resolution # – 4 in this case, as it’s the meeting’s fourth)***

**6.b (item #2)**

If a resolution or decision was made, note the details of the resolution.

**Proposed:** (first and last name) **Seconded:** (first and last name)

**Adopted unanimously or by majority (indicate which)**

***R-2022-12-07-04***

***(Year, month, day, and resolution # – 4 in this case, as it’s the meeting’s fourth)***

***And so on***

1. **Round Table**

No items other than those already on the agenda were added by meeting participants, **or** the following items (indicate items) were discussed. For each item, summarize the discussion and indicate any decisions made with a square that includes the proposed resolution and the result of the vote.

Only items requiring a vote should include a square indicating who proposed and seconded the resolution.

If a resolution or decision was made, note the details of the resolution.

**Proposed:** (first and last name) **Seconded:** (first and last name)

**Adopted unanimously or by majority (indicate which)**

***R-2022-12-07-05***

***(Year, month, day, and resolution # – 5 in this case, as it’s the meeting’s fifth)***

1. **Next meeting**

It was resolved that the next meeting of the Executive Committee would take place on (insert date) **or** in the coming weeks, the President or Secretary were to inform Committee members of the date and location of the next Executive Committee meeting.

1. **Adjournment**

Having run through the items on the agenda, the participants agreed to end the meeting.

Adjournment was proposed at (insert time).

**Proposed:** (first and last name) **Seconded:** (first and last name)

**Adopted unanimously or by majority (indicate which)**

***R-2022-12-07-06***

***(Year, month, day, and resolution # – 6 in this case, as it’s the meeting’s sixth)***

Minutes submitted by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First and last name,**

Club Secretary

Minutes reviewed by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First and last name,**

Club President

Minutes approved by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First and last name,**

Club President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First and last name,**

PSP Recreation Manager

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First and last name,**

PSP Senior Manager

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First and last name,**

NPF Accounting Manager