

Minutes Worksheet

_____ (Cooperative Name)

Date: _____

Location: _____

Start Time: _____

End Time: _____

Minutes Taken By: _____

Meeting of the: _____ (board or membership)

Members Present: _____

Quorum Requirement: _____ Quorum Present (Y or N): _____

Guests Present: _____

TOPICS DISCUSSED, VOTES TAKEN:

TOPIC DISCUSSED	WAS A VOTE TAKEN? (Y or N)	MOTION VOTED ON/DECISION MADE	VOTE COUNT (#Y and #N)	VOTE PASSED (Y or N)

More detailed notes can be written on reverse/pg. 2

