MINUTES OF GENERAL BODY MEETING

Charitable Organization:	
Location:	
Date:	Time:

Present: (Record names or members in attendance and the position of the Executive members).

Regrets:

1	

Note: All decisions need a mover and a seconder (2 members of the membership), *count* of members in favor, opposed and abstentions.

1. Call the meeting to order (record time)_____.

2. Approval of the agenda (record the names of the mover and the seconder)

Mover:		Seconder:	
In Favor:	Opposed:	1	Abstentions:

3. Approval of the minutes of last meeting (if applicable record the main points of discussion. President or Chair of meeting to approve minutes).

		or mooting to t	
Mover:		Seconder:	
In Favor:	Opposed:		Abstentions:

4. Election of Executive:

(a) President:_____

Mover:		Seconder:	
In Favor:	Opposed:	I	Abstentions:

(b) Vice President:_____

Mover:		Seconder:	
Favor:	Opposed:		Abstentions:

(c) Treasurer:_____

Mover:		Seconder:	
In Favor:	Opposed:		Abstentions:

(d) Secretary:_____

Mover:		Seconder:	
In Favor:	Opposed:		Abstentions:

(e) Other Board Members:_____

Mover:		Seconder:	
In Favor:	Opposed:		Abstentions:

5. Budget:

(a) Decision on what charitable activities the organization plans to perform

(b) How much revenue the charity plans to raise: \$_____

(c) Breakdown of the charitable purposes the charity plans to spend the revenues on:

\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$

6. Other agenda items (as r	equired)
7. Date for next meeting (if	applicable)
8. Adjournment (record time	e)
Recorder:	
Name	Signature
President or Chair:	
Name	Signature