



# MEETING MINUTES

AFGE L/C \_\_\_\_\_

AGENCY \_\_\_\_\_

[Date | time] | Meeting called to order by [Name]

Location: [Location]

Facilitator: [Name]

Total In Attendance:  
(attach Attendee Sign-In Sheet)

Call to Order:

Roll Call:

Agenda:

Approval of minutes:

Reports

Old Business:

New Business:

Financial Reports

Announcements

Next Meeting

[Date | time], [Location]

Motion to adjourn was made at \_\_\_\_\_, \_\_.m and was passed unanimously.



# MEETING MINUTES

*Continued....*  
[DATE | TIME]

[illegible]