STAFF COMMITTEE MINUTES TEMPLATE

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  | Time start |  |
| Chair |  | Recording secretary |  |

# Members in attendance

Attendees included **[list attendee names]**.

# Member(s) regrets

Members not in attendance included **[list names]**.

# Agenda items

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# Item #1: notes

Motion:

Moved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Carried / defeated

# Item #2: notes

Motion:

Moved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Carried / defeated

# Item #3: notes

Motion:

Moved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Carried / defeated