

Minutes Template for Committee Meetings Only

Name of Committee:

Names of Members Present: Leave blank. IAFP Staff will complete

New Members Present:

Board/Staff Present: (Leave blank. IAFP Staff will complete this section)

Visitors: (Leave blank. IAFP Staff will complete this section)

Number of Attendees: (Leave blank. IAFP Staff will complete this section)

Meeting Called to Order: (include **Day & Date, Time**):

Minutes Recording Secretary:

Old Business: (Summarizing paragraphs only). Do Not use a List (Multi-Level List or Bullet Points.)

Approve the previous year's meeting minutes.

New Business: (Summarizing paragraphs only). Do Not use a List (Multi-Level List or Bullet Points.)

Numbered List of Recommendations to the Executive Board:

1. Only recommendations included in this section will be addressed by the Board.
2. Include recommendations for approval of Chairs and/or Vice Chairs elected prior to or at the meeting, issues that would involve use of the IAFP name or logo, and/or requests for project funding.
3. NOTE: Do not include requests to approve symposium, roundtable and workshop proposals as recommendations. This is the function of the Program Committee which meets at a later date to review all proposals.

Next Meeting Date: (day, date, city, state)

Meeting Adjourned: ENTER TIME HERE

Chairperson Name: