A picture containing drawing

Description automatically generated

# <Alumnae Group Name> Meeting Minutes

Date | Time | Location

**Meeting called to order at xx:xx am**

**Attendees:**

Hannah Doll, president  
First Name Last Name, vp: programming

etc

**Absent:**

First Name Last Name, vp: finance

etc

**Inspiration**

A great way to start each meeting is to begin with an inspiration.

**Approval of Previous Minutes:**

A motion to approve the minutes from MM/DD/YY (can hyperlink minutes if housed on a google drive) was made (can state name) and seconded (can state name). Motion Carries

**president updates:**

* List decision or action items and next steps here
* Record any votes made similar to minutes example shown above

**vp: finance updates:**

**Keep adding additional officer updates or topics:**

**Upcoming Meetings:**

* Next meeting will be on MM/DD/YYYY @ <time> at <location>

**Oath of Friendship**

**Meeting adjourned at xx:xx am**

**Respectfully submitted by:**

**First Name Last Name, position**