

**ASSOCIATION MINUTES/MEETING REPORT GUIDELINES**

Minutes are no longer required to be submitted to the Deputy Executive Director, but may be kept for the Association records.

**Association Name:** \_\_\_\_\_ **Number** \_\_\_\_\_

held its \_\_\_\_\_ association meeting at \_\_\_\_\_  
 (Spring/Fall/Special)

\_\_\_\_\_ on \_\_\_\_\_  
 (Name of building or meeting place) (Address) (date)

The meeting was called to order by \_\_\_\_\_ at \_\_\_\_\_  
 (Name & Title) (time)

The meeting was adjourned at \_\_\_\_\_. There were \_\_\_\_\_ association members present.  
 (time)

Guests: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Specific Discussion Topics:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Prepared by: \_\_\_\_\_  
 (Signature and Title)

Date: \_\_\_\_\_