

Committee & Board Minutes Submission Form

Download this Meeting Minutes Form from firstpresah.org/leadership. Please fill out as much information as necessary. When the form is complete, save the file and email it to the Clerk of Session (Laura Carlson: lauracarlson2011@hotmail.com). Please make the file name and subject line your committee name and date of meeting. You should keep a copy of the form for your own records. To use the form next month, download a new form. Tips - Use the TAB key to advance to next field. Use the Spacebar to check boxes.



Committee or Board Name

Chairperson

Did you **meet this month**? yes no

Did you **conduct any business electronically** this month? yes no

If no, to both, save this document as a PDF, file name of MonthYearCommitteeName. (May2021WMS.pdf) Send the PDF to lauracarlson2011@hotmail.com, with a subject line of "No Meeting/committee name."

If Yes to either above, please complete the rest of the form and send to the Clerk of Session, Laura Carlson lauracarlson2011@hotmail.com

Minutes Author

Date of Meeting (01/01/2022)

Members Present
*(full name separated
by comma)*

Will your committee need **time at the Administrative Session meeting** to present information? (not including the action items listed below)
yes no

If yes, which member(s) will be present?

Are there **handouts** for the session meeting? yes no

If yes, please email handouts as an attachment to lauracarlson2011@hotmail.com

Do you have any **action items** for Session? yes no

If yes, would you like to present your **action items** in person to Session?
yes no

If yes, which member(s) will be present?

List motion(s) which have been approved, in the exact language used in the meeting.

Please list up to three items that our **Session** needs to know.

Please use complete sentences, do not add bullets or numbers, or extra tabs, spaces and returns

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2

3

Minutes

Please do not add any extra tabs, spaces or returns. If minutes are longer than this page, please attach the minutes to an email, and send to lauracarlson2011@hotmail.com