*Download this Meeting Minutes Form from firstpresah.org/leadership. Please fill out as much information as necessary. Save your completed form & email it to the Clerk of Session (Bill Lyon,*

*[williamlyon1957@gmail.com](mailto:williamlyon1957@gmail.com)). Please use your committee name and date of meeting as the file name and subject line of your email. You should keep a copy of the form for your own records.*

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| **Committee/Board Name: Chairperson/President:** |
| **Did you meet this month? Yes  No:** |
| **Did you conduct any business electronically this month? Yes  No:** |
| **If No to both,** save this file as MonthYearCommitteeName (May2022WMS). Send the file to Session Clerk, [williamlyon1957@gmail.com](mailto:williamlyon1957@gmail.com) with the subject line of ‘No Meeting and Board or Committee name.’ |
| **If Yes to either above,** please complete the rest of this form and send to the Clerk of Session (Bill Lyon). |
| **Minutes Author**: |
| **Date of Meeting** Click or tap to enter a date. |
| **Members Present (full name, separated by comma):** |
| **Session Needs:** 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 members will attend Session to present information? |
| Are there handouts for the session meeting? **Yes  No:**  *If yes, please email handouts as an attachment to Clerk* |
| 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:**  Please list which member(s) will attend the session meeting to present action items: |
| List motion(s) which have been approved, in the exact language approved in the meeting: |
| **Please list up to three items that Session needs to know, i.e., highlights from your last meeting. This section is required whether your board/committee does or does not need time at the Session meeting.** |
| 1. |
| 2. |
| 3. |

**Committee Minutes**

Please include your minutes, or if you prefer, attach the minutes to an email and send to Session Clerk, williamlyon1957@gmail.com.