

Sample: Meeting Minutes

Rafael, Inc.
Board of Trustees meeting
October 5, 2002

The regular weekly meeting of Rafael, Inc. was held on Tuesday, October 5, 2002, at 3 p.m. at company headquarters. The chair, J. Walcott, presided. The minutes of the last meeting were read and approved without correction. The treasurer reported receipt of a bill from Garden Centre in the sum of \$2000 for summer planting. The question put by the chair that the bill be paid was adopted.

Ms. Harle, reporting on behalf of the publicity committee, moved that “the annual convention be held at Galaxie Hotel in the downtown area.” The motion was adopted after debate.

The report of the finance committee was received. A special committee was appointed to investigate the sharp rise in graffiti in the main building. The chair introduced the guest speaker, Professor Christine Banks, who spoke on educating minority children for the future workplace.

The meeting was adjourned at 4:30 p.m.
John Doe, Clerk