**Insert Your Logo Here**

**Name of Organization:**

**Fill in Type of Meeting Notes** date and time

**In attendance:**

**Not in attendance**: ?

**Notes captured by:** Name, phone, email

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Thank you for your time at our recent meeting. What follows is the actions and outline of our meeting discussion. Please read carefully to note your actions and the deadline to complete them.

**Next meeting:**

January 3, 2013 – 6:30 pm to 8:00 pm.

1. **Action Items to be completed prior to the next meeting:**

|  |  |  |
| --- | --- | --- |
| **Owner** | **Action** | **By When** |
| Sharon | Draft follow-up minutes/notes from board meeting & distribute | By December 14. 2012 |
| ALL | Capture your strengths/gifts/talents you bring to this team in a list. | January 3, 2013 meeting. |
| Jennie | Finish annual fundraising plan draft for this current FY. | By December 14. 2012 |
| Debbie/Ray | Update financials dashboard | By December 14. 2012 |
| Ron & Communications Committee | Complete 2nd draft of mission statement | By December 14. 2012 |

1. **Use the meeting agenda/outline to share brief notes on what was topics were covered.** 
   1. Use bullets, numbers, etc. to make reading through the discussion points simple, and meaningful.
2. **Review of actions and completed projects since last meeting.** 
   1. Sharon distributed meeting notes/actions in the new format. Notes were shared via email AND posted in the board member Google Docs area.
   2. Still needed: strengths and gifts from: George, Donna, Tom, Peter, Angie.
3. **Additional items from the agenda to follow – with bullets and brief notes.**