

Meeting minutes

Date	*[Date of meeting]*
Location	*[Room or street address]*
Chair	*[Name]*
Note taker	*[Name]*

Attendance

Name	House number	Present (yes or no)

Agenda

1. Approve last month's minutes
2. Treasurer's report
3. Street tree planting on the 400 block
4. Date for the summer block party
5. Other business

Decisions

[Write each motion, who moved it, who seconded it and the vote count.]

Action items

Owner	Task	Due

Next meeting: [date and time]. Send corrections to the note taker within 7 days.