**KANSAS WESLEYAN UNIVERSITY**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Committee**

**\_\_\_\_\_\_\_\_\_\_\_ (Mo) \_\_\_ (Day), 2019**

**Minutes TEMPLATE**

**Present:** First Last (Chair), First Last (Trustees)…..**IN ALPHA ORDER following name of committee chair…**First Last, First Last, First Last, First Last, First Last (student rep – if applicable).

**Absent:** First Last, First Last.

**Call to Order:** First Last (name of chair) called the meeting to order at 0:00 am/pm in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (meeting room location).

**Unfinished Business:**

* List item and discussion/action………or state “none”

**New Business:**

Item One – xxxxxxxxxxxxxxxx

Item Two – xxxxxxxxxxxxxxxx

Item Three, etc.

***Sample motion follows (also drop into your annual report):***

Motion. *The motion to approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as proposed, was M/S/C (Last name of person who moved, last name of person who seconded, respectively).*

**Other:**

* List
* List

**Next Meeting:** \_\_\_\_\_\_ (Day), \_\_\_\_\_\_\_\_\_ (Month) \_\_\_\_ (Day), \_\_\_\_ (Year) at 00:00 am/pm in

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (meeting room location).

**Adjournment:** With no further business to address, First Last (name of chair) adjourned the meeting at 00:00 am/pm.

Respectfully submitted,

*First Last*

Title and Meeting Recorder

If more than one page, use page numbering at bottom, center of page “1 of 2”.