

## CPF CHAPTER MEETING MINUTES

Chapter: \_\_\_\_\_  
Date: \_\_\_\_\_  
Location: \_\_\_\_\_  
Time: \_\_\_\_\_

**Present:**

**Regrets:**

**Recorder:** \_\_\_\_\_

**1. CALL TO ORDER**

President \_\_\_\_\_ (name) called the meeting to order at \_\_\_\_\_ (time)

**2. APPROVAL OF AGENDA**

It was moved by \_\_\_\_\_ (name), seconded by \_\_\_\_\_ (name) that the agenda be approved. The motion was put to a vote and

**APPROVED.**

**3. APPROVAL OF MINUTES**

It was moved by \_\_\_\_\_ (name), seconded by \_\_\_\_\_ (name) that the minutes of the \_\_\_\_\_ (date) meeting be approved. The motion was put to a vote and

**APPROVED.**

**4. ANNOUNCEMENTS AND UPDATES**

a) President's report – (details)

b) Treasurer's report – (details)

c) Other committees reports – (details)

**5. UPPOCOMING EVENTS**

(Provide schedule of upcoming events)

**6. OTHER BUSINESS**

(Provide overview of discussions, with action to be taken, if any.)

**7. ADJOURNAMENT**

President \_\_\_\_\_ adjourned the meeting at \_\_\_\_\_.