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***[Insert Date]* Meeting Minutes**

**\_\_\_\_\_Group/Committee/Branch of The Mountaineers, [insert date]**

***Time/Place of Meeting***

**Those in Attendance**

*List the names of those in attendance as well as relevant information such as their branch or committee affiliation.*

**Announcements/Reports**

*Document any new information that is important for other members of the organization to be aware of.*

* Bullet points are good.

**Issues and Decisions**

*List the issues that were discussed. Underneath each issue, summarize the discussion as succinctly as possible, state the outcome of any agreement/disagreement (vote), and include any options that were specifically rejected and why so that people joining the effort later do not reinvent the wheel unnecessarily (or can understand the reasoning later). Also assign next steps to specific individuals. For example:*

***Issue: Discussion about \_\_\_\_\_****: \_\_ raised the issue because of concerns about potential safety problems and proposed \_\_\_. Discussion ensued and all agreed that the issue was important but alternative proposals were suggested by \_\_\_ and \_\_\_ (then list each specific proposal).*

***Decided****: The group decided to first take a survey of other programs in The Mountaineers to see what has worked and what has not for others. Bill, Bob, and Thornton will contact the other branches and form a working group to identify existing practices within the Mountaineers. Recommendations will ultimately be made at the next meeting on February 29th. This approach was agreed on by everyone who was present except for \_\_\_\_, who was the lone vote against adopting any proposal on the issue.*

**Next Steps and Meetings**

*Summarize the plan to move forward on current issues as well as listing other actions that are being worked on (that may not have been part of the “Issues and Decisions” above).*

* \_\_\_\_ (specific person) will \_\_\_\_\_\_\_\_\_ by (insert date) and report to committee on (specific date).

*Then file/store your minutes on your committee page (publicly or “privately,” which is for committee members only) where people can easily access it in the future.*

**Organizational Support Request**

*Identify the areas where you could use organizational support. For example, is there an issue that the Board should consider modifying the Minimum Standards for? Are there resources that staff could provide or locate for you? Please send copies of any requests for support to the Leadership Development Manager, Chris Williams at* [*chrisw@mountaineers.org*](mailto:chrisw@mountaineers.org)*.*