(Insert Name) Neighborhood Association
Regular Meeting Minutes

Date:
Start Time:
Location:

Quorum: Quorum was established

Attendees Present: Name officers; see attached sign-in sheet for regular membership

Officers Absent: Name officers, excused or non-excused

Approval of Minutes:

- Motion: To approve minutes from (date) regular meeting
- Vote: Unanimous

Officer Reports:

- Treasurer's report given by (Name)
- Special Committee's report given by (Name)

Speakers and/or Special Guests

Guest speaker (Name) from the El Paso Police Department gave a presentation on the Neighborhood Watch Program.

Unfinished Business

- Business Item
    - Motion: _____, motion by *Name*, seconded by *Name*
    - Vote: Motion approved (*Number* in favor, *number* opposed)
    - Action needed to complete the motion if any
- Business Item
    - Motion: _____, motion by *Name*, seconded by *Name*
    - Vote: Motion fails (*Number* in favor, *number* opposed)

New Business

- Business Item
    - Motion: _____, motion by *Name*, seconded by *Name*
    - Vote: Motion approved (*Number* in favor, *number* opposed)
    - Action needed to complete the motion if any
- Business Item
    - Motion: _____, motion by *Name*, seconded by *Name*
    - Vote: Motion fails (*Number* in favor, *number* opposed)

Announcements

- No announcements

Adjournment: Meeting ended at _time_
Next meeting: _Date, time and location_

Secretary name: _Name_
Date of approval: _Date_