**[IABC Committee Name] [Call, Meeting]**

**[Day, Month Year], [Time] [time zone]**

[Place teleconference dial-in information here or physical location of meeting]

**MINUTES**

**Call to Order**

The 2015-2016 IABC [Committee Name] was called to order at [time] PST on [DD Month YYYY] in [person/ via teleconference] by Chair [Committee Chair Name].

**Roll Call**

*Attendees:*

[Name, IABC title]

[Name, IABC title]

[Name, IABC title]

[Name, IABC title]

[Name, IABC title]

*Apologies*

[Name, IABC title]

[Name, IABC title]

*Staff Present:*

[Name, title]

[Name, title]

**Quorum Present: [Yes/No]**

**Conflict of Interest**

[Indicated whether any or no conflicts of interest were raised]

**Approval of Minutes**

[Name, IABC Title] moved to make a motion to approve the [Date] minutes and was seconded. [**MOTION CARRIED/ MOTION FAILED]**

**Unfinished Business**

[Section Title]

[Brief overview of discussion during this section]

***Motion:*** [Name, IABC Title] moved to make a motion to [state motion] and was seconded.

[**MOTION CARRIED/ MOTION FAILED]**

**ACTION ITEMS:**

**1.0:** [state action items that were brought up during this section’s discussion]

**New Business**

[Section Title]

[Brief overview of discussion during this section]

***Motion:*** [Name, IABC Title] moved to make a motion to [state motion] and was seconded.

[**MOTION CARRIED/ MOTION FAILED]**

**ACTION ITEMS:**

**1.1:** [state action items that were brought up during this section’s discussion]

**Discussion Items**

 [Section Title]

[Brief overview of discussion during this section]

***Motion:*** [Name, IABC Title] moved to make a motion to [state motion] and was seconded.

[**MOTION CARRIED/ MOTION FAILED]**

**ACTION ITEMS:**

**1.2:** [state action items that were brought up during this section’s discussion]

**Adjournment:**

On motion of Chair [name] the [name of committee] adjourned at [time] P.M. /A.M PST.

| **AI #** | **ACTION**  | **ASSIGNED TO** | **DEADLINE** | **STATUS** |
| --- | --- | --- | --- | --- |
| 1.0 | [list action items from meeting in this table]  |  [Name] | [Date]  | Pending/In Process/ Complete |

**Decisions Made:**

1. **Decision 1:** [list all decisions that were made during meeting here]

**Next Meeting:** [Day Month Year] (teleconference/in-person)

Minutes Submitted by: [Minute taker name]

**Materials:**

[List materials for meeting here]