

Name of Neighborhood Association
Regular Meeting Minutes

Date:

Location: Name place

Start time: Meeting was called to order at 6 p.m.

Quorum: Quorum was established

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

Absent: Name officers, excused or non-excused

Approval of Minutes:

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

Reports:

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

Program:

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

Business

- The body agrees to form at least three new Neighborhood Watch groups within the neighborhood association boundary.
- The body agrees to invite back Officer (name) in three months to discuss progress of the Neighborhood Watch groups
- *Motion:* To use funds to purchase a dozen block captain T-shirts; motion by (name), seconded by (name)
- *Vote:* Motion approved (12 in favor, 3 opposed)
- *Motion:* Move to special project committee for block captain T-shirt design; motion by (name), seconded by (name)
- *Vote:* Unanimous; (name) in charge of special project committee

Announcement

- No announcements

End time: Meeting adjournment at 7 p.m.

Next meeting: (date, time and location)

Secretary name: (name)

Date of approval: (date)