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)