



Sample Meeting Minutes

REIC Chapter Name – Board of Directors Meeting
Date, 2010 – From - To
Meeting Location

Attending Mrs. X, President
 Mr. D, Secretary-Treasurer
 Mr. Y, Director
 Ms. J, Director

Regrets Mr. K, Vice-President

Secretary Mr. D

AGENDA ITEMS

1. Call to order

The Chair called the meeting to order at 9:05am

2. Approval of minutes of the last meeting

A motion was tabled by Mr. Y to approve the minutes of the last meeting.
Seconded by Ms. J. Motion Carried.

3. Officers reports

a. President's report

Mrs. X updated the Board on the progress of the creation of a new strategic plan and asked all directors present to offer input based on the review of the draft plan that was distributed prior to the meeting (slated for discussion under Special Orders).

Chapter member survey results were offered and discussion ensued.

New board members are needed to fill two vacant positions. Directors were asked for recommendations of possible directors.

ACTION – Mr. Y to send Board Recruitment Kits to individuals whose names were tabled.

b. Treasurer's report

A financial statement was included in the meeting package, distributed prior to the meeting. There was no discussion, so Mr. D. asked for someone to table the motion to approve the report as presented.

Mr. Y, Seconded by Ms. J. Motion Carried.

4. Committee reports

a. Meetings update

Mr. Y discussed the feedback reports from the last two chapter meetings and mentioned that there is strong interest at meetings featuring speakers offering marketing and business information.

b. Special events committees

Currently no special events in the works. Nothing to report.

c. Membership Committee

Mr. Y reported that membership has increased by 20% over last year. All chapter members are encouraged to recruit new members. Member marketing material is available through both the chapter and REIC National.

5. Unfinished business

Nothing to report

6. Announcements/Correspondence

Nothing to report

7. New business

No new business was tabled

8. Next Meeting Date

Make note of Date, Time and Location

9. Adjournment

The President adjourned the meeting at 1:45pm