



*The voice of
Manitoba farmers*

KAP District Board Meeting

Meeting Date, Meeting Location

Present: list of people present at the meeting (indicate who is chairing the meeting and who is taking minutes, in brackets after names).

[Name] called the meeting to order at [time].

Review of minutes from last meeting

Motion to adopt minutes as presented: [name of mover], [name of seconder], carried.

Executive Report: [name of presenter]

An executive meeting was held on [date]. Some of the main points include:

- List, in point form, some of the highlights of the district executive member's summary of the latest executive meeting.

Other reports: [name of presenter]

- If there are other reports – for example, from members of policy committees – include them each under a separate heading, with a point-form list of important information.

Motion to accept reports: [name of mover], [name of seconder], carried.

New Business

[Agenda item]

Give a short description (one or two sentences) of the item to be discussed. Then, if there are several ideas raised, include a point-form list of some of the most important ones.

- [idea raised]
- [idea raised]
- [idea raised]

If you have been able to agree on a resolution, write it out in full along with who moved and seconded the motion, and whether it was carried. If the majority of those in attendance didn't vote in favour of the resolution, you could include the number of people voting in favour and the number opposed.

Whereas: [provide some background information about the issue or reasoning for why action is necessary]

Whereas: [additional background information if necessary], therefore be it

Resolved that: [list the action that you want KAP to take in order to address the issue. Try to be specific rather than just saying that you want the organization to work on, solve, or address the issue.]

Motion to accept resolution: [name of mover], [name of seconder], carried (or defeated).

[Agenda item]

For agenda items that do not result in resolutions, simply provide a brief summary of what was discussed and any decisions that are made. For example, you may wish to pass a motion about how to use district funds.

Motion to use district funds to pay for the costs of this meeting: [name of mover], [name of seconder], carried.

Next meeting

List the time and place of next meeting (if known).

Adjournment:

Motion to adjourn the meeting: [name of mover], [name of seconder], carried.