

Kitsap County Advisory Group Meeting Minutes Template

Day, Month Day, Year Time

Meeting Location with complete address

To join the meeting virtually: ZOOM LINK/passcode/meeting ID

Members present: Names and role/position

Absent: Names and role/position, note excused/unexcused

Guests: may include guest speakers and the public though the public is not required sign in

Call to Order: The meeting was called to order at XX (time)

Approval of meeting agenda: Who made the Motion, seconded, passed unanimously (if applicable).

Minutes: Motion and second to approve the minutes dated XXX passed unanimously (if applicable).

1. Welcome and Introductions
 - a. Introductions (board and guests)
 - b. Announcements, if applicable
2. Special Presentation: (name, affiliation, subject matter), if applicable
3. Public Comment (2 minutes per person): name/subject of comment
4. Old Business
 - a. Status of tasks from previous meeting
 - b. Items that need to be approved. Motion: Moved by (name) and seconded (name) that (state motion). Note if motion carried, motion failed, if there were abstentions.
5. Current Program Status – Member and staff updates
 - a. This may include summary of program data/status
 - b. Staff updates
6. New Business
 - a. Summary of item
 - b. Items that need to be approved. Motion: Moved by (name) and seconded (name) that (state motion). Note if motion carried, motion failed, if there were abstentions.
7. Follow-up Tasks
 - a. Summary of task & individual responsible
 - b. Summary of task & individual responsible
8. Public comments (2-minute limit per person) – optional to have two public comment periods
9. General Announcements for the good of the order.
10. Adjournment: The meeting adjourned at (time)