

**TEMPLATE FOR COMPONENT MEDICAL SOCIETY  
BOARD MEETING – MINUTES OF THE MEETING**

Name of the Component Medical Society

Venue

Date

**MINUTES OF THE MEETING**

I. ATTENDANCE

| No. |  | PRESENT | ABSENT |
|-----|--|---------|--------|
| 1   |  |         |        |
| 2   |  |         |        |
| 3   |  |         |        |
| 4   |  |         |        |
| 5   |  |         |        |

II. CALL TO ORDER: Meeting was called to order at \_\_\_\_\_ (TIME) \_\_\_\_\_

III. PRAYER: Led by: \_\_\_\_\_

IV. DETERMINATION OF QUORUM: The meeting commenced with a quorum.

V. DISCUSSION

| Issues and Concern | Discussion | Board Resolution (if applicable) | Person/Office Responsible |
|--------------------|------------|----------------------------------|---------------------------|
|                    |            |                                  |                           |
|                    |            |                                  |                           |
|                    |            |                                  |                           |
|                    |            |                                  |                           |
|                    |            |                                  |                           |

VI. ADJOURNMENT: There being no further items to discuss, the meeting was adjourned  
\_\_\_\_\_ (TIME) \_\_\_\_\_:

moved by \_\_\_\_\_ and seconded by \_\_\_\_\_.

Prepared by:

\_\_\_\_\_  
(Printed Name and Signature)  
CMS Secretary

Approved by:

\_\_\_\_\_  
(Printed Name and Signature)  
CMS President