

# Beekeepers Association of Southwest Florida

## - M I N U T E S -

*Regular Business Meeting, [insert day, date here, i.e. Thursday, June 16, 2022]*

**Call to Order:** by [Name, Title i.e. Dennis Riggs, President] at [time if you know it, i.e. 7:04 pm]

**Introduction of Guests (and New Members):** by [insert Name, i.e. Marc Brennan]

**Secretary's Report (Minutes):** Minutes were accepted, motion carried (unanimous). [note that if no consenting vote, then consider unanimous. You can also add/insert here further explanations i.e. "hard copies were made available to members and/or minutes were emailed and/or made available via website"... or list or explain other/additional methods. Or you may indicate that changes were made and noted prior to vote to approve. Record what changes were made prior to vote and plan to supply a corrected copy for the record, if changes made, then it may read "Minutes were accepted, as corrected, motion carried]

**Treasurer's Report:** by [insert name, i.e. Virginia] Motion carried (unanimous) [Plus you can state things like the report was read out loud and also displayed on TV monitor. If anything special/exciting/noteworthy then feel free to add i.e., we had a large expenditure for apiary items... or we took in over a \$1,000 from sale of honey, etc... or 5 people renewed the membership dues, or we added 3 new members, etc.]

**Apiary Report:** by [insert name, i.e. Marc Brennan] [insert applicable information such as "report was supplemented by our website photos and captions displayed on TV monitor at the meeting and similar/additional information may also be found on our Facebook page"] [Additionally ONLY IF WANT TO... not really necessary, but you may wish to provide a simple condensed version of key statements made which you found interesting or which are not mentioned on website apiary report or weren't that clear or obvious... things like, i.e. We checked all the newly queened hives. We currently have a 5 hives successfully requeened. The bees have really calmed down a lot and Marc reported they are quite manageable. Marc plans to have a FIELD day (include date, time, place and key info about the field day)]

**Mentoring Committee Report:** by [insert name, i.e. Marc Brennan] Marc helped his friend Susie with her hives an Dennis assisted members Ashley and Victoria and plans to help member Jerry Brown soon (details of mentoring updates are on website and on Facebook)].

**Communication Committee Report:** [include something like, "Dennis is keeping website and Facebook up-to-date with apiary and mentoring progress, plus posting things of interest and specifically things relating to meetings, meeting topics, and concerns expressed by members.]

**Old Business:** [This area is for all old or unfinished business which was not covered by one of the REPORTS above... unless in one of the above reports it was said, "we'll discuss this further or in more detail under "Old Business". This should not just be from an old or tentative list found elsewhere (website or previous minutes or your notes), but should state the actual "old or unfinished" business actually brought up and discussed in some sort of way at this meeting... other than a casual mention. If Dennis says nothing more to report on that item so let's skip a particular item of old business it means it does not need to be listed here in your minutes as "old or unfinished" business. While it may truly be old or unfinished business it was not elaborated on, nor was any additional

information provided, so no need to include it here. Just stick to what is relevant and particular to this meeting's discussion]

**New Business:** [This area is for all NEW business which was not already covered by one of the REPORTS above...unless in one of the above reports it was said, "we'll discuss this further or in more detail under "New Business" rather than in the applicable Report. This is not from a website list, your previous notes, prior meeting minutes, but ONLY the NEW business actually brought up and discussed as part of this meeting. All this would be in very condensed summaries, or brief mentions, except if it resulted in a formal motion and vote taken, then the motion should be precisely written and error-free if containing dates, times, dollar amounts, i.e., "It was moved by John. M. and seconded by Sally S. that we authorize our Treasurer to spend up to \$300 on supers and bottom boards for the apiary." And include the pass/fail status of the motion, i.e., Motion passed (unanimous)]

**Meeting Adjourned** [it is nice if you note the time, i.e. 8:17 PM]

Respectfully submitted by [insert name of person who prepared minutes, i.e., Sally Smith, Secretary or Jane Doe on behalf of or in the absence of Sally Smith, Treasurer]

[ADDITIONAL ITEMS: If you wish after the meeting adjourned, feel free to include information regarding raffles, door prizes, main program, speakers, topics, etc. Again it is not mandatory, nor even a requirement of the business meeting minutes to include such; however, since we do not have a Newsletter, or it may not get announced nor recorded anywhere else. It is nice to preserve it here in the minutes. Which may look something like the following:

#### **AFTER THE MEETING ADJOURNED**

**Raffle and Door Prizes:** Plants, black plastic foundation, smoker, hive too, beetle traps (various), miscellaneous.

Meeting was followed by our **Main Program/Guest Speaker:**

**Topic:** Queen Rearing and the Importance Good Queens and some Q&A

**Guest Speaker:** James Q. Beekeeper of Sweetfield Honey Bees]

*[Remember these minutes may be printed in grayscale on printer and they are minutes which are meant to be a text document to legally provide our C&BL's written account of the business proceedings of the meeting, so please refrain from including colorful graphics, quotes, emphasis, special fonts, repeated information about mission/purpose, etc. which while may be nice are more suited for a newsletter publication or a report/presentation (social media, website, etc.) rather than our official, required boring minutes. Keep it plain and simple]*

*[Do I have to use this template or strict format? Answer: No, but it may help you remember key elements which are required and better understand what is typical or expected]*

*[Remember to replace all brackets above after filling in suggested and/or required information in this instructional template. Thanks]*