District #

**District Grain Committee Meeting Minutes**

**Location:**

### Date:

**MEMBERS PRESENT:**

**ABSENT:**

**STAFF PRESENT:**

**CALL TO ORDER**

Name called the meeting to order at time.

**APPROVAL OF THE AGENDA**

MOTION to approve the agenda as presented.

Name of Mover, Name of Seconder, **Carried**

**CONFLICT OF INTEREST DECLARATION**

Note if anyone declares a conflict with a noted agenda item.

**APPROVAL OF THE MINUTES OF PREVIOUS MEETING DATE**

Note any requested edits or additions to the minutes.

MOTION that the Committee approve the minutes as presented.

Name of Mover, Name of Seconder, **Carried**

**BUSINESS OUT OF THE MINUTES**

Record any activities or updates that have occurred resulting from business out of the previous meeting.

**FINANCIAL REPORT**

Provide a summary of the financial report as presented and any discussion resulting from the report. A copy of the financial statement may be included as an attachment to the minutes.

**ROUNDTABLE UPDATE FROM DELEGATES**

Provide a summary of the main points raised.

**UPDATE FROM DIRECTOR**

Provide a summary of the main points raised.

**UPDATE FROM MEMBER RELATIONS**

Provide a summary of the main points raised.

**DISCUSSION ITEM 1**

Provide a summary of the main points raised.

If the discussion results in a motion, record the motion, mover, seconder, and result of the vote.

A motion should be made for any action or expenditure to be taken by the district.

MOTION wording of motion.

Name of Mover, Name of Seconder, **Carried or Defeated**

**DISCUSSION ITEM 2**

Provide a summary of the main points raised.

**DISCUSSION ITEM 3**

Provide a summary of the main points raised.

**DISCUSSION ITEM 4**

Provide a summary of the main points raised.

**NEW BUSINESS**

Provide a summary of any new business raised. Note who brought forward the discussion and if any follow-up is required.

**DATE OF NEXT MEETING**

Record proposed date and location of next meeting.

**ADJOURNMENT**

The meeting was adjourned at time.