



MEETING SUMMARY SHEET

Use this form as a minute or summary sheet for your council meetings.

County: _____ Council Name: _____

Secretary: _____ Date: _____ Attendance Number: _____

TOPIC(S) DISCUSSED

MEETING NOTES

REVIEW FROM PREVIOUS MEETING

LOCAL ISSUES FOR COUNTY BOARD

QUESTIONS AND/OR ISSUES FOR STATE OFFICE

PROGRESS MADE DURING THIS MEETING REGARDING ISSUE / ACTIVITY

GOALS FOR NEXT MEETING & DATE / LOCATION

REMINDER OF UPCOMING FARM BUREAU EVENTS
