

**Minutes Worksheet for Steering Committee
Tiffany Park Neighborhood Association**

DATE OF MEETING: _____

LOCATION: _____

CALLED TO ORDER AT _____ p.m. **BY** _____

MEMBERS ATTENDING: _____

GUESTS: _____.

APPROVAL OF MINUTES of the _____ meeting:

Motion to approve by _____

Seconded by _____

Members voted to approve the minutes as distributed before the meeting.

Members voted to approve the minutes as distributed, with corrections.

NEXT MEETING:

DATE: _____ **TIME:** 7 p.m. or: _____

LOCATION: _____

ADJOURNED by _____ at _____ p.m.