

Example - Not Required Format

MINUTES
Agency
LOSS CONTROL COMMITTEE MEETING
Date
Location

The Regular Loss Control Committee (Committee) Meeting (open portion) was called to order by _____,
Chairperson at _____ a.m./p.m., date in the location.

APPROVAL OF MINUTES

The minutes of the date of last Committee meeting were previously provided to the Committee Membership.
The minutes were approved as submitted.

AGENDA

The agenda for the Committee Meeting was provided, in advance of the meeting, to the committee membership.

Members Present / Visitors

_____.

Members Absent

_____.

Old Business

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

New Business

- XXXXX Other Business XXXXXXXX
- XXXXX Other Business XXXXXXXX

Future scheduled Committee Meetings *(meet as many times as needed, but at least annually)*

- Date – Location
- Date – Location

member's name moved and member's name seconded that the date of current meeting Committee meeting adjourn. Motion carried, meeting adjourned at _____ a.m./p.m.

Respectively submitted;

Member's name
Agency Loss Control Committee Secretary

Attachment: Attendance Roster for date of current meeting