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| Investment CommitteeMeeting Minutes  |
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**Sample**

**Attendance**

**Members Present:**

First Name, Last Name, Title

First Name, Last Name, Title

First Name, Last Name, Title

First Name, Last Name, Title

First Name, Last Name, Title

First Name, Last Name, Title

First Name, Last Name, Title

**Members absent:**

First Name, Last Name, Title

**Approval of Minutes**

Motion: Approve minutes from [Date of Last Meeting] committee meeting

Vote: Motion carried

Resolved: Minutes from the [Date of Last Meeting] approved without modification

**Business**

Motion from [First Name, Last Name] to accept the most recent statement from plan fiduciary as documentation that the Plan in alignment this quarter with the Investment Policy Statement (IPS).

Vote: 7 in favor, 0 opposed, 0 abstained

Resolved: Motion carried

Motion from [First Name, Last Name] to invite plan fiduciary to next meeting to present an economic and market update for the Committee.

Vote: 6 in favor, 1 opposed

Resolved: Motion carried

Motion from [First Name, Last Name] to recommend that [First Name, Last Name] be invited to join the Investment committee to replace [First Name, Last Name], who will be retiring in June.

Vote: 2 in favor, 5 opposed

Resolved: Motion failed

**Meeting Adjourned**

Meeting adjourned at [Time] by [First Name, Last Name, Title]