*Land Acknowledgement “The (name of committee of group) acknowledges and respects the Algonquin First Nation, on whose traditional territory the Carleton University campus is located.*

# Minutes of (Meeting Title) Date Location (ex. Via Videoconference or Building, Room, etc.)

**Present:** List attendants by first initial, last name. Ex. P. Parker (recording secretary), S. Rodgers, N. Romanoff, T. Starke (Chair), S. Strange

**Regrets:** B. Banner

## 1. CALL TO ORDER AND APPROVAL OF AGENDA

The meeting was called to order at 9:00 am.

It was MOVED (P. Parker, N. Romanoff) that the committee approve the agenda for this meeting. The motion PASSED.

## 2. APPROVAL OF PREVIOUS MINUTES

It was MOVED (P. Parker, N. Romanoff) that the committee approve the minutes of the (title of committee or group) meeting on (previous meeting date), as presented. The motion PASSED.

## 3. ITEMS FOR APPROVAL/INFORMATION/DISCUSSION

List all agenda items in this format and include description text and motions passed below.

## 4. OTHER BUSINESS

List additional items that were not on the agenda or state “there was no other business”.

## 5. ADJOURNMENT

The meeting was adjourned at 11:30 am