



**This Sample PCC Executive Board Meeting Minutes document not meant to replace *Publication 286: Postal Customer Council Program Policies and Rules (“Publication 286”)*. *Publication 286* is the authoritative document governing the Postal Customer Councils, and this Sample Bylaws document is subject to and qualified by *Publication 286*. To the extent that anything in this *Sample PCC Executive Board Meeting Minutes* document conflicts with *Publication 286*, *Publication 286* governs and controls.**

## SAMPLE FORMAT

### PCC Executive Board Meeting Minutes [Date & Time]

**Members Present** (in person/via phone): List all members present.

**Members Absent:** List all members not present.

**Minutes:** The minutes should be aligned with each agenda item such as the one listed below:

- **Co-Chair Report:** List names of the Industry & Postal Co-Chairs and their report out.
- **Treasurer’s Report:** List monthly funds received and monthly disbursements, as well as year-to-date numbers.
- **Key Program Updates:** Provide information about key strategic programs (i.e., National PCC Week event, PCC award submissions, Spring Conference, etc.).
- **Subcommittee Updates:** Include reports from the various subcommittees (i.e., membership, education, communication, etc.).
- **Newsletter/Marketing/Web:** Provide distribution/release dates and web updates.
- **Old Business:** Provide action item updates.
- **New Business:** Provide information about items that were not part of the original agenda items.
- **Next Meeting:** Provide date, time and location of next meeting.

**Prepared by:** Provide name and title

**Approved Date:** Provide date the minutes were approved