

EXAMPLE OF PLC MINUTES

These should be completed by the Troop Scribe for each PLC meeting.

Troop 344 Patrol Leaders' Council Meeting

Date: _____

Meeting Minutes

- The meeting was called to order at 8:00 p.m. by _____, SPL
- Roll Call (Scribe)
 - SPL
 - ASPL
 - PL – _____
 - PL – _____
 - PL – _____
 - _____
 - _____
 - _____
 - _____
- Read and approve minutes of previous meeting (Scribe)
- Old Business (*action items or leftovers from previous meetings*)
- New Business
 - Plan meetings and activities for upcoming month
 - *Complete Troop Meeting Plans for the next month.*
 - *Include each activity and assign leadership duties*
 - Long range planning:
 - *Include any plans necessary for activities beyond the following month (examples might be summer camp, guest speakers, camp reservations, etc)*
 - Any other new business
- Closing Comments (SPL & SM)
- Set date and time for next PLC
- The meeting was adjourned at 8:25 p.m.

_____, Troop Scribe