

TEMPLATE MEETING MINUTES

Resident Council Minutes	
Nursing Home Name	Date
	Time Started
	Time Ended
Officers in Attendance	
Residents in Attendance	
Invited Staff or Visitors in Attendance	
Minutes of Previous Council Meeting <input type="checkbox"/> Read and approved as read Read and approved as corrected <input type="checkbox"/> Council concerns from previous meeting were reviewed and accepted	
Old Business List follow-up from last month's minutes and identify person responsible. Move issues that were not resolved to New Business.	

New Business				
Department Overview/Develop Action Plan				
Issue	Goal	Action	Participants	Resolution
				<input type="checkbox"/> Resolved <input type="checkbox"/> Unresolved <input type="checkbox"/> Partially Resolved <input type="checkbox"/> Action Needed
				<input type="checkbox"/> Resolved <input type="checkbox"/> Unresolved <input type="checkbox"/> Partially Resolved <input type="checkbox"/> Action Needed
				<input type="checkbox"/> Resolved <input type="checkbox"/> Unresolved <input type="checkbox"/> Partially Resolved <input type="checkbox"/> Action Needed
Compliments/Notes of Appreciation				
Residents' Rights Review				
Speaker Summary				
Nursing Home Policies or Procedures Developed/Revised/Updated in the Past 30 Days				
Date and Time of Next Meeting				