Board Meeting Minutes Template

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| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Attendees:**

* **Board Members Present:** [List of Board Members Present]
* **Board Members Absent:** [List of Absent Board Members]
* **Guests:** [List of Invited Guests, if any]

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| **AGENDA ITEM** | **DETAILS** |
| **Call to Order** | The meeting was called to order at [Time]. |
| **Approval of Agenda** | Motion to approve the agenda:  Proposed by: [Name]  Seconded by: [Name  Vote: [Result] (e.g., unanimous, majority) |
| **Approval of Previous Minutes** | Motion to approve the minutes of [Previous Meeting Date]:  Proposed by: [Name]  Seconded by: [Name]  Vote: [Result] (e.g., unanimous, majority) |
| **Reports** | Chairperson’s Report: [Summary]  Treasurer’s Report: [Summary]  Committee Reports: [Summary] |
| **Old Business** | Discussion on previous action items: [Summary of discussion and decisions/actions] |
| **New Business** | Discussion on new topics: [Summary of discussion and decisions/actions] |
| **Announcements** | [Any important announcements made during the meeting] |
| **Next Meeting** | Date: [Date of Next Meeting]  Time: [Time of Next Meeting]  Location: [Location of Next Meeting] |
| **Adjournment** | Motion to adjourn the meeting:  Proposed by: [Name]  Seconded by: [Name]  Vote: [Result] (e.g., unanimous, majority) |

**Meeting Minutes Prepared by:** [Name and Position of the Person Preparing the Minutes]