

Board Meeting Minutes Template

End time:

Date:

Start Time:

Location:

Board Members

Present Members			Absent Members

Does the session meet quorum? Yes / No

Presiding Officer:

Guests and Staff present:

Board Meeting Minutes

Agenda	Discussion	Tasks/Conclusion	Responsibility
Call to order			
Review and approval of previous minutes			

Financial review/ Treasurer's report			
Old business			
New business			
Committee report 1			
Committee report 2			
(Agenda Item)			
(Agenda Item)			

(Agenda Item)			
Meeting adjourned at:			

Submitted by: _____
(Secretary Name and Signature)

Date: _____