**Board Meeting Minutes Template**

**Date: .**

**Start Time: .**

**End 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**