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