Board Meeting Minutes

Corporation / Organization Name: ______________________________

Board Meeting Title: ______________________ **Date:** ______________

Time: ______________________ **Location:** ______________________

Presiding Officer: ______________________ **Recorder:** ______________________

DIRECTORS PRESENT	DIRECTORS ABSENT	OFFICERS / GUESTS PRESENT	QUORUM ESTABLISHED
☐ ____________	☐ ____________	☐ ____________	☐ YES
☐ ____________	☐ ____________	☐ ____________	☐ NO
☐ ____________	☐ ____________	☐ ____________	*(If no, state reason below.)*
☐ ____________	☐ ____________	☐ ____________	____________
☐ ____________	☐ ____________	☐ ____________	____________
☐ ____________	☐ ____________	☐ ____________	____________
☐ ____________	☐ ____________	☐ ____________	

1. APPROVAL OF PRIOR MINUTES	
2. OFFICER REPORTS	
3. COMMITTEE REPORTS	
4. RESOLUTIONS	
5. MOTIONS AND SECONDS	
6. VOTE RESULTS *(Detail each motion / resolution and the vote tally.)*	
7. CONFLICTS / RECUSALS	
8. EXECUTIVE SESSION NOTES *(If applicable, cite authority and general subject matter discussed.)*	
9. ADJOURNMENT	
10. NEXT MEETING	

These minutes were approved by the Board of Directors and accurately reflect the proceedings of the meeting held on the date listed above.

Board Secretary Signature: ______________________ Date: ______________

Chair Signature: ______________________ Date: ______________