

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, reason: _____

	APPROVAL OF PRIOR MINUTES _____ _____
	OFFICER REPORTS _____ _____
	COMMITTEE REPORTS _____ _____
	RESOLUTIONS _____ _____
	MOTIONS AND SECONDS _____ _____
	VOTE RESULTS _____ _____
	CONFLICTS / RECUSALS _____ _____
	EXECUTIVE SESSION NOTES _____ (If held, cite authority) _____
	ADJOURNMENT _____ _____
	NEXT MEETING Date: _____ Time: _____ Location: _____

APPROVAL OF MINUTES			
The minutes of the meeting held on _____ are approved as a true and accurate record.			
_____	_____	_____	_____
Board Secretary (Signature)	Date	Chair (Signature)	Date