

Board Meeting Minutes Template

This template is not intended as legal advice. Your organizational goals, purpose and values should drive the creation of this document.

Board Meeting of **ABC Organization**

Date:	Location:			
Attendance Log:				
Board Members			Staff	
X	Insert names			Insert names
E				
T				Guests
V				Insert names
Legend: X – present E – excused absence T – on teleconference V – on video conference				

Topic	Information – Findings – Conclusions – Recommendations
Summary of key actions or motions	<u>Actions</u> <u>Motions</u>
Call to order	12:05 pm – by name
Member updates	
Previous minutes	<ul style="list-style-type: none"> • Motion to approve minutes – name • Motion seconded by – name • December and January minutes approved
Committee reports and questions	<ul style="list-style-type: none"> • Capture highlights • Actions or motions
Financials	<ul style="list-style-type: none"> • Summary of report and discussion • Summary of ideas presented/issues sent to Finance Committee • Actions or motions
Agenda item #1 – name of item	<ul style="list-style-type: none"> • Summary of report and discussion • Summary of ideas presented/issues sent to committees • Actions or motions

Agenda item #2 – name of item	<ul style="list-style-type: none"> • Incorporated ideas from past meeting • Sent to name – name to follow up
Executive session	<ul style="list-style-type: none"> • Called for purpose of – discussing personnel issues • In executive session – 10:45 to 11:10 • Resume regular session – 11:15
Discussion	<ul style="list-style-type: none"> • Capture highlights for institutional memory
Adjournment	<ul style="list-style-type: none"> • Motion to adjourn – name • Motion seconded by – name • Adjourned at 2:24 pm
Next meeting	June 25, 2009 i – 12:00 to 1:30 pm