

Board Meeting Minutes Template

[Organization's Name]

[Starting Time – Ending Time]

[Date of the meeting]

[Physical location or virtual meeting platform]

Call to Order:

The meeting was called to order by [Name of the person calling the order] at [Time the meeting started].

Roll Call:

Name	Title (if applicable)	Present / Absent
[John Smith]	[Board Member]	[Present / Absent]
[Lily Wordsmith]	[Chair]	[Present / Absent]

Approval of Previous Minutes:

The minutes from the [Date of previous meeting] meeting were [accepted as presented / amended and accepted]. Moved by [Name], seconded by, and approved unanimously.

Chair's Report:

[Provide a brief summary or attach a detailed report. The chair can detail progress since the last meeting, highlight any issues or provide insights about upcoming opportunities or challenges.]

Treasurer's Report:

Summary: [Brief summary of the financial status or attach a detailed financial report. Mention balances, any significant financial transactions or updates since the last meeting.]

Committee Reports:

(If multiple committees, repeat format below for each)

a. [Name of the Committee]

Report presented by: [Name of the person presenting]

Highlights include: [Brief summary or attach a detailed report]

Old Business:

Items from previous meetings that require further discussion or action.

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