

Sample Board Meeting Minutes

Name of Organization

Regular Board Meeting

Date, Time, Location

Board Members Present	Board Members Absent	Staff Present
[Name] (chair) [Name] (treasurer) [Name] (secretary) [Name] [Name] (by phone)	[Name] [Name]	[Name] (executive director) [Name]

A quorum was met

Meeting called to order at [Time].

Review & Approve Agenda

No changes were made to the agenda.

Consent Agenda

The consent agenda included the March board meeting minutes and the April executive committee, governance committee, and finance committee meeting minutes.

Motion to approve the consent agenda as presented. Seconded and passed unanimously.

Chief Executive Report

Include a brief summary of the important information reported by the chief executive and any discussion.

Finance Committee Report

Include a brief summary of the important information reported by the treasurer and any discussion.

Motion to approve the financial report as presented. Seconded and passed unanimously.

[Name] presented the draft annual budget. Include a brief summary of the discussion. List any changes being made to the budget.

Motion to approve the next fiscal year's budget with the following changes: _____. Seconded and passed unanimously.

Board Self-Assessment

The board reviewed the results from the self-assessment survey. Include a brief summary of the discussion. List the goals or next-steps identified by the board in its discussion.

Board Meeting Minutes Samples

Anthony Mancuso

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the author's name.

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