

Board Meeting Minutes

Official Record Template

Organization Name

Prepared by

I. Meeting Details

Date: _____

Meeting Type: _____

Time Called to Order: _____

Time Adjourned: _____

Location / Platform: _____

Next Meeting Date: _____

II. Attendance

Board Members

| Name | Title / Role | Present | Absent | Excused |
|------|--------------|---------|--------|---------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Guests and Non-Voting Attendees

List any guests, staff, or advisors present, along with their role and reason for attending.

| Name | Role / Organization | Purpose |
|------|---------------------|---------|
| | | |
| | | |
| | | |

Quorum

Quorum required: _____ members Members present: _____ members Quorum met: Yes No

III. Approval of Prior Meeting Minutes

Minutes from: _____ meeting were reviewed.

Motion to Approve Prior Minutes

Motion:

Seconded by: _____

| Motion Maker | In Favor | Opposed | Abstained |
|--------------|----------|---------|-----------|
| | | | |

Result: Passed Failed Tabled Withdrawn

Tip: Record only those minutes that were approved (or amended and approved). Do not summarize the content of prior minutes.

IV. Reports

Chair / President Report

Summary of key points presented:

Executive Director / CEO Report

Summary of key points presented:

Treasurer / Financial Report

Summary of key points presented:

Committee Reports

Summary of key points presented:

V. Old Business

List items carried over from previous meetings. Include a status update and any motions required.

Item 1

Description _____

Status / Update _____

Motion (if required)

Motion:

Seconded by: _____

| Motion Maker | In Favor | Opposed | Abstained |
|--------------|----------|---------|-----------|
| | | | |

Result: Passed Failed Tabled Withdrawn

Item 2

Description _____

Status / Update _____

Motion (if required)

Motion:

Seconded by: _____

| Motion Maker | In Favor | Opposed | Abstained |
|--------------|----------|---------|-----------|
| | | | |

Result: Passed Failed Tabled Withdrawn

Tip: Only include agenda items that were not fully resolved at the prior meeting. Add rows as needed.

VI. New Business

Record each agenda item discussed for the first time at this meeting.

Item 1

Description / Topic _____

Discussion summary:

Motion

Motion:

Seconded by: _____

| Motion Maker | In Favor | Opposed | Abstained |
|--------------|----------|---------|-----------|
| | | | |

Result: Passed Failed Tabled Withdrawn

Item 2

Description / Topic _____

Discussion summary:

Motion

Motion:

Seconded by: _____

| Motion Maker | In Favor | Opposed | Abstained |
|--------------|----------|---------|-----------|
| | | | |

Result: Passed Failed Tabled Withdrawn

Item 3

Description / Topic _____

Discussion summary:

Motion

Motion:

Seconded by: _____

| Motion Maker | In Favor | Opposed | Abstained |
|--------------|----------|---------|-----------|
| | | | |

Result: Passed Failed Tabled Withdrawn

VII. Executive Session (if applicable)

Tip: Do not record the substance of executive session discussions. Note only that it occurred, its purpose (e.g., personal matter, legal counsel), and that the board returned to open session.

Executive session held: Yes No

Purpose (general description only)

Session entered at _____

Session concluded at _____

VIII. Action Items Summary

List all tasks, assignments, and follow-ups agreed upon during this meeting.

| # | Action Item | Responsible Party | Due Date | Status |
|---|-------------|-------------------|----------|--------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

IX. Adjournment

Motion to adjourn made by: _____ Seconded by: _____

Passed: Yes No

Meeting adjourned at _____

Next meeting scheduled for _____

X. Approval Signatures

These minutes are approved as a true and accurate record of the proceedings.

Board Secretary Signature

Name

Date

Board Chair / President Signature

Name

Date

