**MEETING DETAILS**

Meeting Facilitator: *[XXX]*

Secretary: *[XXX]*

Date: *[XXX]*

Time: *[XXX]*

Location: *[XXX]*

Address: *[XXX]*

City: *[XXX]*

State: *[XXX]*

Zip: *[XXX]*

**ATTENDEES:**

|  |  |  |
| --- | --- | --- |
| **Present** (Note the # required for quorum) | | **Absent** |
| *[XXX]*, President |  | *[XXX]* (excused) |
| *[XXX]*, Secretary |  |  |
| *[XXX]*, Executive Director |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Guests: *[XXX]*

**WELCOME/CALL TO ORDER** **[Name]**

*[XXX]* welcomed everyone to the general meeting and introduced the agenda.

Attendees approved current agenda unanimously without any motions to amend, change or otherwise alter the items.

**UNFINISHED BUSINESS**  **[Name]**

* [Names of those reporting]
* [Names of those dissenting]
* [Voting results]
* [Key points from reporting, dissenting and voting]

**NEW BUSINESS [Name]**

* [Reports from executive director]
* [Reports from the finance department]
* [Reports from committees]
* [Other reports as needed]
* [List and detail of decision made and additional description of or information about the decision on the what, why and impact]
* [Key points, dissensions etc.]

**ACTION ITEMS [Name]**

| **Specific Task** | **Who is Responsible** | **Due Date** | **Status** |
| --- | --- | --- | --- |
| *[What will be done]* |  |  | <Started / Not Started/ Complete> |
|  |  |  |  |

**PARKING LOT [Name]**

* Description of any topics that may have been deferred for a later discussion

**CLOSING [Name]**

* We will hold the next board meeting on [date and time] at [location]
* [List of agenda items for next meeting if known]
* The meeting ended at [time].

**Minutes Certification:**

Approved by the Board of Directors on [Date of Meeting].

Proposed minutes respectfully submitted,

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Board Secretary /Recording Secretary) Date