

Board Meeting Minutes Template

Board meeting minutes held on [insert date, time, and location]

Attendees: List the names of each participant and the chairperson's name

Board Meeting Agenda

1. Call to order
2. Approval of board meeting minutes from previous meeting
3. Insert agenda items and topics for discussion
4. Any other business
5. Confirmation of the next meeting date

Meeting Proceedings

Call to order

[Insert chair's name] called the meeting to order at [insert time].

Approval of meeting minutes from previous board meeting

Motion to approve the meeting minutes was made by [insert board member's name] and seconded by [insert board member's name]. The minutes were approved.

Agenda

[Insert item 1]

[Insert discussion on item 1]

[Insert decision made on item 1]

[Insert item 2]

[Insert discussion on item 2]

[Insert decision made on item 2]

[Insert item 3]

[Insert discussion on item 3]

[Insert decision made on item 3]

Action Items

[Insert tasks assigned, the name of the responsible person and the deadline]

Any other business

[Include any items raised by board members not included in the meeting agenda]

Adjournment

The meeting was adjourned at [insert time].

The next board meeting is scheduled for [insert date and time] at [insert location].

Board meeting minutes prepared by [insert secretary's name]. Board meeting minutes approved by [insert chair's name and the date of approval].