

Board meeting minutes

Organization: _____

Meeting: _____

Date: _____

Place or link: _____

Call to order

The meeting was called to order at _____ by _____.

Attendance

Present (name, and whether they are in the room, on video, or on the phone):

Absent:

Guests:

Quorum

Directors in office: _____

Directors present: _____

Basis (the quorum rule in your bylaws; if they say nothing, your state's nonprofit law sets it): _____

Quorum was met / was not met.

Approval of prior minutes

The minutes of the meeting on _____ were approved as written / approved with these corrections: _____.

Reports

For each report, name the person or committee and what they reported. A report is not a vote. If the board acts on it, record that under Motions.

Motions

Motion: _____

Moved by: _____

Seconded by: _____

Vote result (approved, not approved, or no quorum): _____

Count, if one was taken (for / against / abstain): _____

Action items

What is to be done, who will do it, and by when.

1. _____

2. _____

Adjournment

The meeting adjourned at _____.

Secretary

Signature: _____

Name: _____

Date: _____

Free to copy. No sign-up. <https://www.qwibie.com/templates/board-meeting-minutes>