



Templates: Board Meeting Minutes

Template #1

Summary based minutes in paragraph form.

Include names of all present, including guests.
If a board member is late, record when he/she/they joined the meeting.

Check for conflicts at the beginning of each meeting and record if there are any.

Amendments and discussions should be recorded in minutes, e.g.: John Doe discussed the need to have XYZ included in ABC. Susan Smith moved to approve XYZ with the addition of ABC.

Not all agenda items may need to be voted on by the board.

[ORGANIZATION NAME]
[DATE OF MEETING]
[LOCATION OF MEETING]

Board in Attendance: [NAME], [NAME (via phone)]
Staff in Attendance: [NAMES]

[NAME] called the meeting to order at [TIME]

Approval of January minutes

[NAME] moved to approve the [MONTH] minutes; [NAME] seconded.
Board voted unanimously to approve the [MONTH] minutes.

Declaration of Conflicts of Interest

None. or
[NAME] stated conflict with [AGENDA ITEM] and will be abstaining from voting and discussion for [AGENDA ITEM].

Financial Report

[NAME] presented the [QUARTER] financials. [SUMMARY OF FINANCIAL REVIEW PRESENTED TO BOARD].

[AGENDA ITEM]

[SUMMARY OF DISCUSSION OR PRESENTATION]
(If applicable) [NAME] moved to approve the [MOTION]; [NAME] seconded. Motion passed unanimously.

[AGENDA ITEM]

[SUMMARY OF DISCUSSION OR PRESENTATION]
(If applicable) [NAME] moved to approve the [MOTION]; [NAME] seconded. Motion passed unanimously.

[NAME] adjourned the meeting at [TIME].
Minutes submitted by [NAME].



**Bulleted lists,
highlights of
discussions and
presentations.**

Template #2

[ORGANIZATION NAME]
[DATE OF MEETING]
[LOCATION OF MEETING]

Directors in Attendance: [NAMES], [NAMES (via Phone)]
Staff or Other in Attendance: [NAMES]

Meeting called to order, [TIME], by Board Chair, [NAME]

[MONTH] meeting minutes approval; [NAME] moved, [NAME] seconded. [MONTH] meeting minutes approved unanimously or [MONTH] meeting minutes amended to reflect [CHANGES BASED ON DISCUSSION], meeting minutes approved unanimously with amended changes.

Conflicts of Interest

- None

Financial Report presented by [BOARD POSITION TITLE] (Board Treasurer, Board Chair, etc.), [NAME]

- [HIGHLIGHTS & DISCUSSIONS]
- [HIGHLIGHTS & DISCUSSIONS]
- [HIGHLIGHTS & DISCUSSIONS]
- Motion: Accept financial statements presented; [NAME] moved, [NAME] seconded, motion passed unanimously.

CEO/ED Report presented by Executive Director, [NAME]

- [HIGHLIGHTS & DISCUSSIONS]
- [HIGHLIGHTS & DISCUSSIONS]

Governance Committee Report presented by Chair, [NAME]

- [HIGHLIGHTS & DISCUSSIONS]
- [HIGHLIGHTS & DISCUSSIONS]
- Motion: Approve the [YEAR] slate of officers; [NAME] moved, [NAME] seconded, motion passed unanimously.

Meeting adjourned, [TIME], by Board Chair, [NAME]
Minutes submitted by [NAME]