



Organization Name and Logo

Name of Meeting

Date, Time & Location of Meeting

NAMES OF ATTENDEES AND ABSENTEES

- Include names of presiding officers, names of absent board directors, names of any guests or staff members present, and note whether the meeting had a quorum

ORDERS OF BUSINESS

I. Unfinished Business

- a. List the following:
 - i. Names of all persons reporting
 - ii. Names of all persons dissenting
 - iii. The results of voting
- b. Include unresolved action items from past board meetings; this usually includes approving the minutes from the prior meeting

II. New Business

- a. Include reports from:
 - i. The executive director or CEO
 - ii. Finance department
 - iii. Committees
 - iv. Program staff leads
- b. Any additional business or supplements to the agenda

III. Future Action Steps

- a. Include who is responsible for what, and an approximate timeframe for completion

CLOSING

- State the date and time for the next board meeting
- Include the time of adjournment
- Signatures by the secretary and board president

CONTACT US TODAY

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