

Board Meeting Minutes

Organization name _____

Meeting Details

Date: _____

Time: _____ to _____

Location: _____

Meeting type: Regular / Special / Annual (AGM) / Committee: _____

Attendance

Name	Title / Role	Present	Absent	Remote

Guests / observers: _____

Quorum confirmed: Yes / No _____ of _____ directors present

Call to Order

The meeting was called to order at _____ by _____ (Chair).

Approval of Prior Minutes

Minutes of the _____ (date) meeting were reviewed.

Corrections noted: _____

Motion to approve: moved by _____, vote result: _____.

Agenda Items

#	Agenda Item	Discussion / Notes	Motion / Decision
1			
2			
3			
4			
5			
6			

Motions and Resolutions

Motion	Moved By	Vote Result
<i>Approval of prior meeting minutes</i>		

Conflicts of Interest

Conflicts disclosed: None / See below

Director: _____ Nature of conflict:

Action taken: Director recused from discussion and vote. Vote result: _____

Action Items

Action Item	Assigned To	Deadline	Status

