

Board Meeting Minutes

Date: _____

Time: _____

Location: _____

Meeting called by: _____

ATTENDEES

Present: _____

Absent: _____

Quorum: Yes / No (___ of ___)

AGENDA ITEMS

1. _____

Discussion:

Motion: Passed / Failed / Tabled Vote: ___ - ___

2. _____

Discussion:

Motion: Passed / Failed / Tabled Vote: ___ - ___

3. _____

Discussion:

Motion: Passed / Failed / Tabled Vote: ___ - ___

4. _____

Discussion:

Motion: Passed / Failed / Tabled Vote: ___ - ___

5. _____

Discussion:

Motion: Passed / Failed / Tabled Vote: ___ - ___

ACTION ITEMS

Task

Owner

Due
