Sample Board Meeting Minutes

**Name of Organization**

**Regular Board Meeting Date, Time, Location**

|  |  |  |
| --- | --- | --- |
| **Board Members Present** | **Board Members Absent** | **Staff Present** |
| [Name] (chair) | [Name] | [Name] (executive director) |
| [Name] (treasurer) | [Name] | [Name] |
| [Name] (secretary) |  |  |
| [Name] |  |  |
| [Name] (by phone) |  |  |

# A quorum was met

**Meeting called to order at [Time].**

**Review & Approve Agenda**

No changes were made to the agenda.

# Consent Agenda

The consent agenda included the March board meeting minutes and the April executive committee, governance committee, and finance committee meeting minutes.

# Motion to approve the consent agenda as presented. Seconded and passed unanimously.

**Chief Executive Report**

Include a brief summary of the important information reported by the chief executive and any discussion.

# Finance Committee Report

Include a brief summary of the important information reported by the treasurer and any discussion.

# Motion to approve the financial report as presented. Seconded and passed unanimously.

[Name] presented the draft annual budget. Include a brief summary of the discussion. List any changes being made to the budget.

# Motion to approve the next fiscal year’s budget with the following changes: . Seconded and passed unanimously.

**Board Self-Assessment**

The board reviewed the results from the self-assessment survey. Include a brief summary of the discussion. List the goals or next-steps identified by the board in its discussion.

# Contract with XYZ Company

[Name] declared a conflict of interest. He/She gave a brief explanation of the situation, and then recused him/herself from the room. Include a brief summary of the discussion, and list any alternatives considered.

# Motion to approve the contract with XYZ Company. Seconded and passed, [Name] dissenting, [Name] abstaining.

**Executive Session**

[Name (Staff)] left the room while the board conducted [Name (ED)]’ performance evaluation.

# Meeting Evaluation

The past three meetings have run over the scheduled time by 30 minutes or more. [Name] will identify solutions to this issue.

# Meeting adjourned at [Time].

The next board meeting will be held at date, time, location. Minutes submitted by Secretary [Name].

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Person Responsible** | **Status** |
| Identify solutions to meetings lasting longer than scheduled | [Name] |  |
|  |  |  |