Board Meeting Minutes

[Organization legal name]

Draft: not final until approved

Date	[Month day, year]	**Time**	[00:00] to [00:00]
Location	[Address or video platform]	**Meeting type**	[Regular / Special]
Chair	[Name]	**Recording secretary**	[Name]

1. Attendance and quorum

Board members present	Board members absent	Staff and guests
[Names]	[Names]	[Names, titles]

[Number] of [number] board members were present, which is a quorum under [section] of the bylaws.

2. Conflicts of interest

[None declared.] or [(Name) disclosed a conflict on item (number) under the conflict of interest policy, left the room and did not vote.]

3. Approval of previous minutes

The minutes of [date] were approved [as circulated / as corrected].

4. Reports received

Report	Presented by	Main points and board response
Treasurer	[Name]	[Received. Note restricted funds or grant conditions.]
Executive director	[Name]	[Received. Main points.]
Committees and programs	[Name]	[Received. Main points.]

5. Motions and resolutions

No.	Motion (exact wording)	Moved by	Seconded by	For / Against / Abstain	Result
1	[Resolved, that the minutes of the meeting held on (date) are approved.]	[Name]	[Name]	[0 / 0 / 0]	[Carried / Failed]
2	[Resolved, that ...]	[Name]	[Name]	[0 / 0 / 0]	[Carried / Failed]

6. Other matters considered

[Item]: [Main points considered and the broad reason for the outcome.]

7. Action register

Action	Owner	Due date
[Action]	[Name]	[Date]
[Action]	[Name]	[Date]

8. Adjournment

The meeting adjourned at [time]. Next meeting: [date].

Date these minutes were documented: [date, for Form 990 timing if it applies].

Recording secretary	Board chair
Signature:	Signature:
Name:	Name:
Date signed:	Date approved by the board: