

[Organization] — Minutes of the [Regular / Special / Annual] Meeting of the Board of Directors

Date: [] **Time:** [] **Location / video link:** []

Presiding: [name, title] **Recording secretary:** [name]

Directors present: [] **Directors absent:** []

Also present: [staff, counsel, guests — name and role]

Quorum: [present / not present] ([n] of [n] directors)

1. Call to order — [time] , [presiding officer]

2. Conflict-of-interest disclosures — [none / name, item, recusal]

3. Approval of agenda — [approved / amended]

4. Approval of minutes of [date] — [approved / approved as corrected]

5. Reports

5.1 [CEO / Executive Director] — [one-line summary] ; report received

5.2 Treasurer — [one-line summary] ; financial statements for [period] [received / accepted]

5.3 [Committee] — [summary; any recommendation]

6. Unfinished (old) business

7. New business

[Materials received: document, date. Questions to management: one line each.]

MOTION: [Director] moved that the board

[exact wording]

VOTE: [for] —[against] —[abstain] . **Motion** [carried / failed] .

[Roll call, if taken: names by vote. Dissent recorded at a director's request: name.]

8. Executive session — entered [time] , exited [time] . Purpose: [general category] . Action taken: [none / see separate minutes] .

9. Action items — [task] — [owner] — [due date]

10. Next meeting — [date]

11. Adjournment — [time]

Respectfully submitted, [name] , Secretary **Approved by the board on:** [date]

MOTION / VOTE blocks

Additional motions for item 7. New business.

MOTION: [Director] moved that the board

[exact wording]

VOTE: [for] —[against] —[abstain] . Motion [carried / failed] .

[Roll call, if taken: names by vote. Dissent recorded at a director's request: name.]

MOTION: [Director] moved that the board

[exact wording]

VOTE: [for] —[against] —[abstain] . Motion [carried / failed] .

[Roll call, if taken: names by vote. Dissent recorded at a director's request: name.]

MOTION: [Director] moved that the board

[exact wording]

VOTE: [for] —[against] —[abstain] . Motion [carried / failed] .

[Roll call, if taken: names by vote. Dissent recorded at a director's request: name.]

MOTION: [Director] moved that the board

[exact wording]

VOTE: [for] —[against] —[abstain] . Motion [carried / failed] .

[Roll call, if taken: names by vote. Dissent recorded at a director's request: name.]

MOTION: [Director] moved that the board

[exact wording]

VOTE: [for] —[against] —[abstain] . Motion [carried / failed] .

[Roll call, if taken: names by vote. Dissent recorded at a director's request: name.]

MOTION: [Director] moved that the board

[exact wording]

VOTE: [for] —[against] —[abstain] . Motion [carried / failed] .

[Roll call, if taken: names by vote. Dissent recorded at a director's request: name.]