

Annual Board of Directors Meeting Minutes

Date: _____

Time: _____

Location: _____

Call to Order

The meeting was called to order by _____ at _____ a.m./p.m.

Roll Call

Director Name	Present	Absent

Approval of Minutes

The minutes from the previous meeting held on _____ were reviewed and:

- ☐ Approved
- ☐ Approved with amendments

Reports

President’s Report:

Treasurer’s Report:

Committee Reports:

Old Business

New Business

Resolutions and Motions

Adjournment

The meeting was adjourned at _____ a.m./p.m.

Secretary's Signature

Date