

Executive Board Meeting Minutes

Date: _____

Time: _____

Location: _____

Chairperson: _____

Recorder/Secretary: _____

Attendance

- _____
- _____
- _____
- _____

Call to Order

Time meeting was called to order: _____

Approval of Agenda

Changes/Amendments: _____

Motion: _____

Second: _____

Approved? [] Yes [] No

Approval of Previous Minutes

Motion: _____

Second: _____

Approved? [] Yes [] No

Reports

Chairperson: _____

Treasurer: _____

Other Reports: _____

Old Business

New Business

Action Items/Tasks

1. _____
2. _____

Announcements

Adjournment

Time of adjournment: _____

Chairperson Signature: _____

Date: _____

Recorder/Secretary Signature: _____

Date: _____