

# 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

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## Adjournment

Time of adjournment: \_\_\_\_\_

Chairperson Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Recorder/Secretary Signature: \_\_\_\_\_

Date: \_\_\_\_\_