

Nonprofit Organization Board Meeting Minutes

Organization Name: _____
Date: _____
Time: _____
Location: _____

1. Call to Order

(Time meeting started, by whom)

2. Roll Call / Attendance

Name	Title/Role	Present	Absent
_____	_____	[]	[]
_____	_____	[]	[]
_____	_____	[]	[]

3. Approval of Previous Meeting Minutes

(Summary, corrections, motion & approval info)

4. Reports

a. Chair/Presidentâ€™s Report

b. Treasurerâ€™s Report

c. Committee Reports

5. Unfinished Business

(Follow-up on prior meetingâ€™s items)

6. New Business

(New issues, motions, discussions, votes)

7. Announcements

8. Adjournment

(Time, by whom)

Minutes prepared by: _____

Date approved: _____