Minutes of the board meeting

[Organization name]

Date: [Date]
Time: [Time]
Place: [Location / video link]
Type of meeting: [Regular / Special / Annual]

PRESENT

Directors present: [Names]
Also present: [Names, role]
Absent: [Names]
Quorum: [Present / not present]: [number] of [number] directors present

1. CALL TO ORDER

The chair, [Name], called the meeting to order at [time].

2. CONFLICTS OF INTEREST

[None declared] / [Name] declared a conflict on item [number] and did not vote on it.

3. APPROVAL OF PREVIOUS MINUTES

The minutes of [date] were [approved / approved with changes]. Moved by [Name], seconded by [Name].

4. REPORTS

[Treasurer, committees, executive director: one or two lines each.]

5. MOTIONS AND RESOLUTIONS

Motion 1
[Exact wording of the motion.]
Moved by: [Name] Seconded by: [Name]
Vote: For [ ] Against [ ] Abstain [ ] Result: [Carried / Failed]
[Copy the motion block above for each further motion.]

6. ACTION ITEMS

Action	Owner	Due date
[Action]	[Name]	[Date]

7. ADJOURNMENT

The meeting was adjourned at [time]. Next meeting: [date].
Secretary signature: _____ Date approved: _____