

# Organization Name and Logo

Name of Meeting

Date, Time & Location of Meeting

## NAMES OF ATTENDEES AND ABSENTEES

- Include names of presiding officers, names of absent board directors, names of any guests or staff members present, and note whether the meeting had a quorum

## ORDERS OF BUSINESS

- I. Unfinished Business
  - a. List the following:
    - i. Names of all persons reporting
    - ii. Names of all persons dissenting
    - iii. The results of voting
  - b. Include unresolved action items from past board meetings; this usually includes approving the minutes from the prior meeting

Motion(s) Up for Vote	Result of Vote

- II. New Business
  - a. Include reports from:
    - i. The executive director or CEO
    - ii. Finance department
    - iii. Committees
    - iv. Program staff leads
  - b. Any additional business or supplements to the agenda
- III. Future Action Steps

- a. Include who is responsible for what, and an approximate timeframe for completion

## CLOSING

- State the date and time for the next board meeting
- Include the time of adjournment
- Signatures by the secretary and board president