# **Board of Directors Meeting Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** | | | |
| **Date:** |  | **Time:** |  |
| **Location:** |  | | |

### ****Call to Order****

|  |
| --- |
| **The meeting was called to order at [Time] by [Chairperson’s Name]** |
|  |

### ****Roll Call / Attendance****

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Present** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Guests/Observers:**

|  |  |
| --- | --- |
|  |  |
|  |  |

### ****Approval of Previous Meeting Minutes****

|  |  |
| --- | --- |
| **The minutes of the previous meeting held on [Date] were reviewed and:** | |
| ☐ Approved as presented | ☐ Approved with corrections |

### ****Reports****

|  |  |  |  |
| --- | --- | --- | --- |
| **Chairperson’s Report:** | |  | |
| **Treasurer’s/Financial** | |  | |
| **Committee Reports:** | | | |
| **Audit Committee:** |  | Governance Committee: |  |
| Other Committees: |  |  |  |

### ****Old Business****

|  |  |
| --- | --- |
| **Item 1:** |  |
| **Item 2:** |  |

### ****New Business****

|  |  |
| --- | --- |
| **Item 1:** |  |
| **Item 2:** |  |
| **Motions/Resolutions Passed:** | |

### ****Action Items & Responsibilities****

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task:** |  | **Assigned to:** |  | **Due:** |  |
| **Task:** |  | **Assigned to:** |  | **Due:** |  |

### ****Announcements****

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| --- |
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|  |
|  |

### ****Adjournment****

|  |
| --- |
| **The meeting was adjourned at [Time].** |
| **The next Board of Directors meeting is scheduled for [Date] at [Location]** |

### ****Signatures****

|  |  |  |  |
| --- | --- | --- | --- |
| **Chairperson:** |  | **Date:** |  |
| **Secretary:** |  | **Date:** |  |