**Executive Committee Meeting Minutes**

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

**1. Call to Order**

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

**2. Attendance**

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

**3. Approval of Previous Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| Minutes of the previous meeting held on [date] were reviewed. |  | Motion to approve: |  |
| Seconded by: |  | Approved/Amended: |  |

**4. Agenda Items & Discussions**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **Agenda Item 1:** | **[Financial Report]** | |
| **Discussion:** |  |
| **Decision:** | **Decision & Action** |
| **2.** | **Agenda Item 2:** | **[Financial Report]** | |
| **Discussion:** |  |
| **Decision:** | **Decision & Action** |
| **3.** | **Agenda Item 3:** | **[Financial Report]** | |
| **Discussion:** |  |
| **Decision:** | **Decision & Action** |

*(Add more agenda items as needed)*

**5. Action Items & Responsibilities**

|  |  |  |  |
| --- | --- | --- | --- |
| Task/Action Item | Responsible Person | Deadline | Status |
|  |  |  |  |
|  |  |  |  |

**6. Other Business**

|  |
| --- |
|  |
|  |

**7. Next Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Time: |  |
| Location: |  | | |

**8. Adjournment**

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

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

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