**Minutes of the**

**Board of Directors**

[Date, Time, Location]

1. Members Present:

* [insert member name here]

1. Members Absent:

* [insert member name here]

1. Guests Present:
2. Meeting called to order at: \_\_\_\_\_\_\_a.m. p.m. by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ served as Chairperson, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ served as Secretary.

1. Consent Agenda:

Motion to Accept: \_\_\_\_\_\_\_\_\_\_\_\_, Second \_\_\_\_\_\_\_\_\_ Vote \_\_\_\_\_\_\_\_\_\_\_\_ Abstentions\_\_\_\_\_\_\_\_

1. Strategic Discussion:

Key points

Motions made, results of votes taken, abstentions

Motion: \_\_\_\_\_\_\_\_\_\_\_\_, Second \_\_\_\_\_\_\_\_\_ Vote \_\_\_\_\_\_\_\_\_\_\_\_ Abstentions\_\_\_\_\_\_\_\_

1. Board Education

Key Points:

1. Next Steps Summary:

New action steps, who, by when

Update status of actions from prior meeting

1. Check out:
2. Motion to adjourn at: \_\_\_\_\_\_\_\_a.m. p.m. by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Board Action Plan**

| **Action** | **Who will do it** | **By when** | **Status** |
| --- | --- | --- | --- |
|  |  |  | Not Started |
|  |  |  | Not Started |
|  |  |  | Not Started |
|  |  |  | Not Started |
|  |  |  | Not Started |
|  |  |  | Not Started |
|  |  |  | Not Started |

**Minutes submitted by the Secretary of the Board/Committee:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Board/Committee Secretary

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_