

Name of meeting

Date, time & location of meeting:

Name 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:

1. Unfinished Business

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

2. 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

3. 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