# Board Meeting Minutes

Fill in each section during or right after the meeting.

**Meeting:** _____

**Date:** _____

**Attendees:** _____

## 1. Call to Order

*Date, time, location, presiding officer, and quorum confirmation with attendee count vs. required.*

## 2. Attendance & Apologies

*Voting directors present, directors absent, guests, and staff in attendance.*

## 3. Approval of Prior Minutes

*Motion to approve, seconded by, and outcome of the vote.*

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## 4. Officer & Committee Reports

*Reports from President, Treasurer, Secretary, and standing committees.*

## 5. Old Business

*Items carried over from previous meetings with status updates.*

## 6. New Business & Motions

*Each motion stated verbatim, who moved, who seconded, discussion summary, and vote tally.*

## 7. Resolutions Adopted

*Full text of any resolutions passed, ready for the corporate record.*

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## 8. Adjournment

*Time of adjournment, motion to adjourn, and date of next scheduled meeting.*

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