

Sample Board Meeting Minute Template

Board of Directors' Meeting

Date:

Location:

Present:

Absent:

Regrets:

Minutes taken by:

Summary of Action Items

Insurance and liability

ACTION ITEM: Finance and Audit Committee to bring in organization's adjuster to next meeting.

ACTION ITEM: Board members to submit questions for adjuster by DATE.

Financials

ACTION ITEM: Board members to submit suggestions of what information we would like to see and to share any templates by DATE

Finance Committee

ACTION ITEM: Finance committee to put together interim budget for approval by DATE

Personnel

ACTION ITEM: Committee to clarify wording on how to submit a complaint if the complaint is against the board.

ACTION ITEM: Committee to set up different Gmail e-mail address with an automatic reply and forwarding function so it doesn't go to personnel committee. Will send these changes to the board via email for approval before next board meeting.

1. Call to order

XXX called the meeting to order at 6:35 pm

1.1 Quorum

Quorum was established

1.2 Approval of Agenda

Agenda was approved.

1.3 Declarations of conflicts

No conflicts were declared.

2. Presentation from Management

Xxxx xxxx, Manager, XXXX Program provided an overview of xxx services and shared current trends, challenges and areas of opportunity in her portfolio.

2. Minutes

2.1 Approval of previous meeting minutes

No amendments –moved by XXX, seconded by XXX. Carried.

2.2 Business arising from minutes (review of action items from previous meeting)

3. Board Information Sharing Session

Board members shared XXXXX

3.1 ED report

XXXXX

XXXXX

3.2 Insurance and liability

XXX was discussed

3.3 Financials

Treasurer presented the Comparative Balance Sheet and the Income Statement. Suggestions for format and presentation of these documents were discussed.

Motion to XXXX.

Moved by XX, seconded by XXXX. Carried.

3.4 Committee Updates

Finance

Discussion regarding the need for an interim budget for the year end of March 31st until the next board meeting on April 7th.

ACTION ITEM: Finance committee to put together interim budget for approval by March 31st.

Governance

Committee chair shared XXXXX

Personnel

Committee reviewed Employee Complaints and Concerns Policy. A discussion about clarity of wording and process on XXX took place.

ACTION ITEM: Committee to clarify wording on how to submit a complaint if the complaint is against the board.

ACTION ITEM: Committee to set up different Gmail e-mail address with an automatic reply and forwarding function so it doesn't go to personnel committee. Will send these changes to the board via email for approval before next board meeting.

3.5 In camera session

Terminate Meeting

The meeting was terminated at 8:00 p.m.

| Summary of Decisions – Board Meeting – DATE | |
|--|--|
| Motions: | |
| Financials – motion to XXXXXXXX | |
| Agreement to: | |
| XX | |
| XX | |
| XX | |