Sample Meeting Minutes

[NOTE: Report on actions taken. It is not recommended to report on discussions and the actual vote count, unless unanimous.]

**[ORGANIZATION NAME]  
[DATE]  
[LOCATION]**

Proper written notification of this meeting was provided to board members XX days in advance of the meeting. The following board members were present: [NAME, NAME, NAME].

**1. Call to Order**  
The meeting was called to order at [TIME] by [NAME].

**2. Approval of Minutes**  
[NAME] moved to approve the minutes of the last board meeting held on [DATE]. Motion was seconded and the minutes were approved.

**3. Financial Policies**  
Financial policies for the organization were discussed. The following policies were approved:

* The President and Treasurer shall have check signing authority
* To ensure proper financial controls, the Vice President (who does not have check signing authority) shall review monthly bank statements

**4. Programs**  
The next event of [DESCRIPTION] was discussed. [NAME] reported that donations have been secured to cover all costs of the event.

**5. Other Business**  
No other business was discussed.

**6. Next Meeting**  
The next board meeting shall be held on [DATE], [TIME] at [LOCATION].

**7. Adjourn**  
The meeting was adjourned at [TIME].