

BOARD MEETING MINUTES TEMPLATE

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF  
[CORPORATE NAME]

Meeting Date and Time:

Meeting Place:

Directors Present:

Directors Absent:

Others Present:

Quorum: The Directors present constitute a quorum.

CONSENT ITEMS AND REPORTS

NOTICE [if required]: The Secretary reported that the attached notice of the meeting as required by the Bylaws was properly given to all Directors. [ATTACH NOTICE.]

APPROVAL OF MINUTES OF PREVIOUS MEETING: The minutes of the previous meeting were approved ["with corrections made," if any].

OTHER CONSENT ITEMS AND REPORTS:

ACTION ITEMS

AGENDA ITEM:

DISCUSSION:

DECISION:

AGENDA ITEM:

DISCUSSION:

DECISION:

ADJOURNMENT: There being no further business, the meeting was adjourned.

SIGNED: \_\_\_\_\_

SECRETARY