



## Sample Meeting Minutes

Board Meeting Minutes for March 1, 2018

Board members in attendance, and constituting a quorum were:

- Adam Allen
- Carol Clark
- Donna Davies
- Edward Edmunds
- Eric Erikson
- Grace Green
- Keith Kelly
- Lisa Lee
- Lucas Lewis

Board members Absent:

- Helen Hughes
- Jack Jacobs

### Call To Order

The meeting was called to order at 3:05pm by Board President Adam Allen

### Prior Meeting Minutes Approval

Director Davies moved to approve the minutes of the February 2nd, 2018. Director Kelly seconded. All approved. None opposed. Motion carried.

### Executive Director Summary

Executive Director Green gave a short presentation, expounding on her written director summary. Director Davies moved to accept the Executive Directory summary. Director Lee seconded the motion. All approved, none opposed. Motion carried.

## Fundraising Committee

The board discussed several potential fundraising ideas. The Fundraising Committee will meet and discuss.

## Upcoming Events

Next Board Meeting: April 1, 2018

## Adjournment

Director Davies moved to adjourn the meeting. Director Clark seconded the motion. All approved.

Time adjourned: 5:15pm



# 📅 Board of Directors Meeting

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## Meeting Agenda

9:00am (5 min)

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### I. Call to Order & Roll Call (Inform)

9:05am (5 min)

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### II. Introductions (Inform)

9:10am (45 min)

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### III. Consent Agenda

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👤 *Carol Clark*

#### 1. Approval of previous meeting's minutes (Discuss, Decide)

📄 [Sample-Meeting-Minutes.pdf](#)

#### 2. Confirmation of pro forma items (Discuss)

#### 3. Another item

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📄 [Annual Operating Plan.pdf](#)

#### 4. Committee & staff reports (Decide)

📄 [Land Trust Alliance Standards and Practices.pdf](#)

📄 [Committee Charters.pdf](#)

9:55am (30 min)

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### IV. Discussion & Action

👤 *Carol Clark, Donna Davies*

10:25am (20 min)

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### V. Other Business

10:45am (5 min)

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### VI. Adjourn

## Meeting Participants

Member	RSVP	Attended
Helen Hughes	✓ Yes	✗ No
Lisa Lee	? Maybe	✓ Yes
Donna Davies		✓ Yes
Carol Clark		✓ Yes
Edward Evans		✓ Yes
Grace Green		
Jack Jacobs	✓ Yes	✗ No
Mike Murphy		✗ No
Owen Oliver		✗ No
Ronald Reid		✓ Yes
Yvonne Young		✓ Yes
Staff	RSVP	Attended
Mickey Demo		✓ Yes
Winn Demo		✓ Yes
Rachel Roberts		✓ Yes
Guest	RSVP	Attended
Keith Kelly		✓ Yes
Lucas Lewis		✓ Yes

Shall the meeting minutes be approved?

**Outcome: Passed**

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**Vote Outcome:**

Passed

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**Vote Summary**

<b>Yes</b>	<b>7</b>
<b>No</b>	<b>1</b>
<b>Yes %</b>	<b>87.5%</b>
Abstain	1
Recuse	0
Absent	2
Did not vote	3

**Motion to approve meeting minutes**

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