



## 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

---

## Meeting Agenda

11:00am (5 min)

---

### I. WELCOME & INTRODUCTIONS

11:05am (5 min)

---

### II. ESTABLISH QUORUM

A 50% majority is required to establish quorum.

11:10am (20 min)

---

### II. CEO REPORT

In iacere est dicimus cur enim possit eius non quis elit credo. Voluptatem iste quae accessit nostros vacuitatem duo pullum. Rei quae igitur tum abducas haec se haec quicquid accessit mecum credo nulla contra quem enim enim quidem publicae gaudere cum.

👤 *Lisa Lee*

 [Annual Budget.pdf](#)

11:30am (10 min)

---

### V. REVIEW AND APPROVAL OF MINUTES (Decide)

 [Sample-Meeting-Minutes.pdf](#)

11:40am (20 min)

---

### V. CONFERENCE & ACTION

#### 1. Strategic Discussion (Discuss)

👤 *Donna Davies*

#### 2. Item 1 (Vote Required) (Decide)

👤 *Edward Evans*

#### 3. Item 2 (Vote Required) (Decide)

👤 *Donna Davies*

12:00pm (45 min)

---

### VI. COMMITTEE REPORTS

#### 1. Executive Committee

👤 *Carol Clark, Edward Evans*

[Committee Report - Executive.pdf](#)

2. Finance Committee

✚ *Grace Green*

[Committee Report - Finance.pdf](#)

[FY17 Financial Audit.pdf](#)

[FY18 Financial Audit.pdf](#)

3. Governance Committee

✚ *Mike Murphy*

[Committee Report - Governance.pdf](#)

12:45pm (10 min)

---

II. OTHER BUSINESS

12:55pm (5 min)

---

II. ADJOURN

✚ *Carol Clark*

## Meeting Participants

Member	RSVP	Attended
Helen Hughes	✓ Yes	
Lisa Lee	✓ Yes	
Donna Davies	✗ No	
Carol Clark	✓ Yes	
Edward Evans	✓ Yes	
Grace Green		
Jack Jacobs	✓ Yes	
Mike Murphy	✓ Yes	
Owen Oliver		
Ronald Reid		
Yvonne Young		

Staff	RSVP	Attended
Mickey Demo		
Winn Demo		
Rachel Roberts		
Guest	RSVP	Attended
Keith Kelly		
Lucas Lewis		

Should the meeting minutes be approved?

**Outcome: Passed**

**Vote Outcome:**

Passed

Minutes are approved

**Vote Summary**

Yes	7
No	1
Yes %	87.5%
Abstain	0
Recuse	0
Absent	1
Did not vote	-1