



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

8:00am (5 min)

I. ESTABLISH QUORUM

1. Agenda Item 1

👤 *Edward Evans*

2. Agenda Item 2 (Inform, Discuss)

👤 *Mickey Demo*

8:05am (5 min)

II. REVIEW & APPROVAL OF MINUTES (Decide)

Open Voting For Approval of Meeting Minutes

📄 [Sample-Meeting-Minutes.pdf](#)

8:10am

II. DISCUSSION & ACTION (Discuss)

Sit quod possum est lorem dolor quod est in aliud homines reges. Eius tenueris meum non altera comitetur flagitiosum ut inquit dissensio modo flagitiosum quis in sequuntur omnis vacuitatem.

(10 min)

1. Another Item

Sit quod possum est lorem dolor quod est in aliud homines reges. Eius tenueris meum non altera comitetur flagitiosum ut inquit dissensio modo flagitiosum quis in sequuntur omnis vacuitatem.

👤 *Carol Clark, Mike Murphy*

📄 [Sample-Meeting-Minutes.pdf](#)

📄 [IRS Letter of Determination.pdf](#)

(20 min)

2. OTHER BUSINESS (Decide)

Sit quod possum est lorem dolor quod est in aliud homines reges. Eius tenueris meum non altera comitetur flagitiosum

👤 *Staff Admin*

8:40am (1 min)

V. ADJOURN

Meeting Participants

Member	RSVP	Attended
Helen Hughes		
Lisa Lee	✓ Yes	
Donna Davies		
Carol Clark		
Edward Evans		
Grace Green		
Jack Jacobs		
Mike Murphy		
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

Sit quod possum est lorem dolor quod est in aliud homines reges. Eius teneris meum non altera comitetur flagitiosum ut inquit dissensio modo flagitiosum quis in sequuntur omnis vacuitatem.

Vote Outcome:

Passed

Resolution passed

Vote Summary

Yes	11
No	0
Yes %	100%
Abstain	1
Recuse	0
Absent	0
Did not vote	-4