




Board of Directors Meeting

 **Tue, Sep 10 2019**
9:30am-12:30pm MDT

 **Call-In Details**
(888) 808-1257
#12345

 **Meeting Location**
Executive Board Room
123 Main St
Anytown, USA

The Board of Directors meets on the first Wednesday of each month. The meeting will be held on-site, with a call-in number available. Please be sure to RSVP to indicate whether you will attend in person, or over the phone.

Meeting Agenda

- I. **WELCOME & INTRODUCTIONS**
- II. **ESTABLISH QUORUM**
- III. **REVIEW AND APPROVAL OF MINUTES**
- IV. **CEO REPORT**
 - A. [Report](#)
- V. **CONFERENCE & ACTION**
 - A. Strategic Discussion
 - B. Item 1 (Vote Required)
 - C. Item 2 (Vote Required)
- VI. **COMMITTEE REPORTS**
 - A. Executive Committee
 1. Item 1
 2. Item 2
 - B. Governance Committee
 1. Item 1
 2. Item 2
- VII. **OTHER BUSINESS**
 - A. Item 1
 - B. Item 2
- VIII. **ADJOURN**



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