

# Board of Directors Meeting

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## Thu, Nov 7 2019

8:30am-11:30am MST

## 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