

Name of the Non-Profit
Board of Directors Meeting
Location of the meeting
Day, Date

Meeting Minutes

Present: Names of the Board members who were present

Chair: Name of the chair

Guests: Name of Guests

Staff: Name of staff

1. Call to Order

The meeting was called to order at TIME

2. Approval of the Agenda

MSC-MONTH-YEAR-Motion Number

To approve the Agenda as presented

Moved by Name 1, Seconded by Name 2

Carried

3. Approval of the Minutes

MSC-MONTH-YEAR-Motion Number

To approve the minutes of Date of last meeting as presented

Moved by Name 1, Seconded by Name 2

Carried

4. Review of the previous concerns/problems that were solved

(Details of the previous issue 1 & 2)

MSC-MONTH-YEAR-Motion Number

(How the issue 1 was solved)

Moved by Name 1, Carried by Name 2

Carried

MSC-MONTH-YEAR-Motion Number

(How the issue 2 was solved)

Moved by Name 1, Seconded by Name 2

Carried

5. Executive Director's/Managers' Report

Review of the ED or Managers' Report. The following items were discussed in greater detail.
Issue #1 has been addressed. What was the solution made for Issue #1 and the response.

Issue #2 was asked to be reviewed again due to reason

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Updates on repairs & projects.

The new business items to be discussed at the next meeting -

MSC-MONTH-YEAR-Motion Number

To approve the Managers' Report as presented

Moved by Name 1, Carried by Name 2

Carried

6. Financial Report

MSC-MONTH-YEAR-Motion Number

To approve the Financial Report as presented

Moved by Name 1, Carried by Name 2

Carried

7. New Business

New Issues that have recently appeared

Upcoming Events

MNPHA Updates

8. Correspondence

9. Next Meeting

Dates of the next board meeting

10. Action Items

A summary of all the action items listed above

11. Adjournment

The meeting adjourned at TIME