



10.05 Sample Meeting Minutes

Board of Directors Meeting Minutes 2017-07-14

Date and time _____

Location _____

Chair _____

Recorder _____

Members in attendance _____

Members absent _____

Guests in attendance _____

Other notes about the meeting _____

Item 1 Approval of Agenda	Presenter: Chair
MOTION: <i>Moved/Seconded</i> that _____	
Discussion:	
<i>CARRIED or DEFEATED</i>	
Item 2 Approval of Minutes of Previous Meeting	Presenter: Chair
MOTION: <i>Moved/Seconded</i> that _____	
Discussion:	
<i>CARRIED or DEFEATED</i>	
Item 3 Review of Action Register and Business Arising from Previous Meeting	Presenter: _____
Presentation:	
MOTION: <i>Moved/Seconded</i> that _____	
Discussion:	
<i>CARRIED or DEFEATED</i>	
Action required:	
Item 4 _____	Presenter: _____
Presentation:	
MOTION: <i>Moved/Seconded</i> that _____	
Discussion:	
<i>CARRIED or DEFEATED</i>	

Action required:	
Item 5 _____	Presenter: _____
Presentation: MOTION: <i>Moved/Seconded</i> that _____ Discussion: <i>CARRIED or DEFEATED</i> Action required:	
Item 6 _____	Presenter: _____
Presentation: MOTION: <i>Moved/Seconded</i> that _____ Discussion: <i>CARRIED or DEFEATED</i> Action required:	
Item ? Next Meeting	Presenter: Chair
Discussion:	
Item ? Adjournment	Presenter: Chair
MOTION: <i>Moved/Seconded</i> that _____ <i>CARRIED or DEFEATED</i>	

Note to Recorder:

1. Copy and Paste or Delete Item Boxes as necessary, and add appropriate numbers to the last two items
2. Copy and Paste Actions from this meeting into the following Register for review at the next meeting. Incomplete actions are carried forward from previous meetings until complete or abandoned.
3. Delete this note and Sign the completed minutes.

ACTION REGISTER

ITEM #	DATE	DESCRIPTION	ASSIGNED TO	DUE	STATUS
5	2017-07-14	draft revised bylaw provision	John Doe	next meeting	

Signature and Title of Recorder: _____