

Sample Nonprofit Board Meeting Minutes

[Organization Name] Board of Directors

Board Meeting Minutes for *[date of meeting]*

Board members in attendance and constituting a quorum were:

Board members absent:

Guests:

Call to Order:

The meeting was called to order at *[time]* by *[name of board chair]*.

Prior Meeting Minutes Approval:

Board Development:

Guest Speaker Presentation:

Executive Director Summary:

Income/Expense Report:

Nominating and Governance Committee:

Fundraising Committee:

Miscellaneous New Business Item:

Upcoming Events:

Adjournment:

Time adjourned [*time*]