*Insert your logo here* **Board of Directors**

Date:

Time:

Location:

Board Members:

|  |  |  |  |
| --- | --- | --- | --- |
| **Present** (Note the # required for quorum) | | | **Absent** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Guests:

Minutes:

| Agenda | Discussion | Tasks/Conclusion | Responsibility |
| --- | --- | --- | --- |
| *Call to order* |  |  |  |
| *Ex. Approval of minutes* |  |  |  |
| *Ex.: Second Quarter Financials* |  | Ex. Double check on such and such and report back at next board meeting |  |
| *Ex. Vote to approve 990* | Ex. Board members received the Form 990 in advance of the meeting. Board treasurer highlighted. | Ex. Approved Unanimously  Sign and Submit | Tom and Laura to sign and submit by (date.) |
| *Ex. Adopt New Conflict of Interest Policy* | Ex. Some members said the IRS requires this policy; others wanted more time to consider. | Ex. – 5 yea, 2 nay, 1 abstention.  (At minimum, state names of board members who voted nay or abstained) Policy adopted | Secretary to add policy to board files. |
| *(Agenda Item)* |  |  |  |
| *(Agenda Item)* |  |  |  |
| *(Agenda Item)* | |  |  |  |
| *(Agenda Item)* | |  |  |  |
| *(Agenda Item)* | |  |  |  |
| *(Agenda Item)* | |  |  |  |
| *(Agenda Item)* | |  |  |  |
| Meeting adjourned at: | | | | |

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Secretary)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_