

Minutes Board of Directors Client	Date, time, and type: Date: Start: ___ am/pm Adjourned: ___ am/pm [Regular/Special] Meeting if special: called by ___	Location: Client office _____ _____
Directors attending:	Directors calling in:	Directors absent:
Materials distributed before or at meeting:	Staff present:	Others present:

Agenda item	Discussion, findings, and actions
Call to order; quorum check	
Review prior meeting minutes	
Consent agenda	

Secretary of the meeting

Date

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General considerations:

1. Include a separate section for each agenda item, with high-level coverage of the discussion and a summary of the outcome as appropriate. Minutes need not be a transcript or overly detailed.
2. Indicate whether there was a finding by the Chair that a quorum was present and whether staff and other attendees were present for all or part of the meeting.
3. If a formal vote taken or resolutions adopted, then insert text of resolutions after a sentence such as "The Board adopted the following resolutions:"
4. If the matter requires approval by other than a majority vote of quorum (e.g., X% of entire board, majority of directors then in office), note that such vote was achieved.
5. If a director abstained or absented themselves from the vote, note it.
6. Include additional information about participants, information considered, discussion, and findings if addressing topics that are the subject of the Conflict of Interest Policy or the Compensation Review Policy, as described in those policies.