**Sample Outline of Board Meeting Minutes**

**Your Nonprofit’s Name**

**Minutes of a Meeting of the Board of Directors**

**[Date]**

A duly called and noticed meeting of the board of directors of **Your Nonprofit** was held on **[date]** in **[city]**, **[state]**. The meeting was called to order at **[time]** at the offices/home of **[location]**.

**[Name]**, chair and director, chaired the meeting. Directors in attendance were: **[insert** **names]**. **[Name]** attended by conference telephone. Not present were: **[names]**.

**Approval of Previous Meeting Minutes**

The first item of business was unanimous approval of the minutes of the board meeting held **[date of previous meeting]**.

**Welcome**

Board members briefly introduced themselves, recent projects, and news from their fields and personal lives.

**Executive Director Report**

[Executive director provides updates on such topics as . . .

* Program developments
* Volunteers
* Staffing and personnel matters]

**Committee Reports**

[Board committees report on their work — topics such as fundraising, personnel matters, and financial oversight.]

**Review of Current Year Budget and Actual Revenue and Expenses**

**New Business**

**Next Meeting**

**Adjournment**

There being no further business to come before the meeting, it was unanimously adjourned at **[time]**.

Respectfully submitted,

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Secretary